



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN (CSP)**

ANNEX N (INTERNAL OPERATING PROCEDURES) to LOGCAP CSP

References: See ANNEX N, (b)(4)

(b)(4)

Task Organization: See ANNEX A.

1. **SITUATION.** See Base PLAN.
2. **MISSION.** See Base PLAN
3. **EXECUTION.** See Base PLAN and this ANNEX. Internal Operating Procedures are provided on accompanying CD only.
4. **SERVICE SUPPORT.** See ANNEX I.
5. **COMMAND AND SIGNAL.** See Base PLAN and ANNEX H.

ACKNOWLEDGE:

(b)(6)

BRS PGM, LOGCAP

OFFICIAL:

(b)(6) BRS D/PGM

- Appendix 1 Checklists
- Appendix 2 Definitions
- Appendix 3 Acronyms
- Appendix 4 References
- Appendix 5 BRS Internal Standard Operating Procedures
 - Book I: Facility, Service, and/or Operations Procedures
 - Book II: BRS Corporate, Mid- & Back-Office Procedures
- Appendix 6 BRS Health, Safety, and Environmental System
- Appendix 7 BRS Plans, Programs, Policies, and Procedures

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**Logistics Civil Augmentation Program (LOGCAP)
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APPENDIX 1 (LOGCAP PLANNING CHECKLISTS) to ANNEX N (INTERNAL OPERATING PROCEDURES) for LOGCAP CSP

This Annex is composed of two parts. Section I, the Planning Checklist, is extracted from U.S. Army Field Manual 63-3, and is designed to assist logistic and engineer planners in identifying issues that should be addressed during the preparation of a Logistics Support Plan. Section II, Planning Considerations (page N-1-11) is a more detailed set of operational checklists. It is designed to assist the Contractor or Government Planner in the execution of a LOGCAP EVENT.

SECTION I - PLANNING CHECKLIST

Concept of Logistics Support		
	Item	Remarks
	Does the plan describe how supply, maintenance, transportation, and field services support are to be provided?	
	Does it specify which logistics elements provide the support? Are the logistics elements adequate? Is there any excess capability? Does the deploying force require augmentation?	
	Has the logistics planner developed the support to complement the tactical planning?	
	Have initial preplanned supply support and emergency support packages been considered?	
	Have the terrain and enemy intelligence been analyzed to determine the impact on logistics support?	
	Have these requirements been incorporated in engineer plans? Can any of the facility requirements be satisfied by host country facilities?	
	Is site preparation required?	
	Has the deployment flow been properly analyzed to determine time phasing for introduction of logistics elements?	
	Have HNS availability and risk been considered?	
	Have arrangements been made with customs?	
	Have POM criteria been established?	
Sustaining the Soldier		
	Item	Remarks
	Are supply system and procedural guidance provided?	
	Is the flow of requisitions described?	
	Is the flow of materiel described?	
	Is a project code required (JCS, DOD, DA)?	
	Is a temporary force/activity designator upgrade required?	
	Are in-country DODAAC required (supply support activity of unit level)?	
	Are changes to the DODAAC required, such as "ship to" address?	
	Are direct support system lines of communication described?	

Sustaining the Soldier (continued)		
	Item	Remarks
	Are some supply support activities to be designated as ALOC or DSS?	



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	Are provisions made for contracting, local purchase, and contractor-operated parts store support?	
	Are the stockage objectives specified for each class of supply?	
	Is a known or estimated order ship time provided?	
	Are automated or non-automated procedures used?	
	Is the communications transceiving capability provided compatible with the automated system being deployed?	
	Have inter-service support requirements been identified?	
	What support is to be provided by the host nation, allies or other services?	
	What intra-theater support is required?	
	Are procedures described for cancellation or diversion of materiel that has been in-processed or is in transit at the termination of the operation?	
	Does the plan address control of aviation intensively managed items?	
	Are provisions made for emergency resupply?	
	Is there covered storage in the area of operation to protect supplies from the elements? If not, are shipments packed for outdoor storage?	
	Are materials handling equipment requirements addressed?	
	Is sufficient rigging material available for airdrop?	
	Has the Army Air Clearance Authority been advised of cargo tonnage projected for movement through the designated port?	
	Is the Defense Automatic Addressing System aware of the communications routing identifier and DODACC to be used for processing direct requisitions and direct supply status?	
	Have distribution procedures for maps been addressed?	
	Are the ration cycles described by phase?	
	Are fresh eggs, fruits, vegetables, meats, juices, ultra high temperature milk, and canned soft drink supplements to MRE, T, and B ration meals considered?	
	Are bakery supplements to MRE, T, and B ration meals considered?	
	Do local fresh fruits and vegetables meet U.S. standards?	
	Have unitized operational rations been considered for ease of handling and accountability?	
	Are cash meal payment procedures established?	
	What is the method of distribution (unit distribution or supply point distribution)?	

Sustaining the Soldier (continued)

	Item	Remarks
	Are field bakery services required? Can the host nation satisfy the requirements?	
	Are veterinary personnel adequate for the subsistence support requirements?	
	Are hospital rations addressed?	
	Are chill and freeze reefer requirements for unit dining facilities and Class I supply points addressed?	
	Is a ration cycle proposed?	
	Are EPW capture rates included in subsistence plans?	



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Is EPW field feeding available?	
Are deploying personnel provided guidance on personal demand items?	
Are ration sundry packs available?	
Is a tactical field exchange considered?	
Has Headquarters, AAFES (Plans), been notified?	
Have staffing, stock assortment, security, facility, transportation, and communications requirements been identified and coordinated?	
Has a check cashing policy been determined?	
Are procedures unique to medical supply described?	
Have storage, handling, shipping, security, and safety requirements been reviewed and addressed?	
Are requirements identified by category of munitions (conventional, missile, chemical, or nuclear)?	
Are supporting rates of munitions addressed?	
Are special permits needed or provided for?	
Have unit-configured loads been considered?	
Are training ammunition requirements for reconstitution addressed?	
Fueling the Force	
Item	Remarks
Is the single fuel concept to be used?	
Are gallons/day requirements established for each type product by location for each support unit?	
Are contractors to provide bulk fuels?	
Are accountable officer requirements addressed?	
Are existing pipeline distribution systems available? What are the pipeline and storage capabilities?	
Are port facilities available?	
Are remote refueling sites required?	
Are inter-service support billing and reimbursement procedures specified?	
Are petroleum quality surveillance procedures specified?	
Fueling the Force (continued)	
Item	Remarks
Are required test kits on hand?	
Is there a petroleum laboratory available?	
Are Army oil analysis program laboratories addressed?	
Are quality assurance representative responsibilities established?	
Are additives required for commercial fuels?	
Have jet fuel requirements for medical units been considered?	
Are any unique packaged product requirements addressed?	
Are industrial gasses addressed?	
Are containers available in the event Class III must be airdropped?	
Is fuel spill plan adequate?	
Are HAZMAT pharmacy details sufficient?	
Fixing the Force	
Item	Remarks
Does the plan describe how unit, DS, and GS maintenance are provided?	
Are aviation intermediate maintenance requirements addressed?	



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Is missile maintenance support available in the area of operations?	
Are special medical maintenance requirements addressed?	
Does the plan cover test, measurement, and diagnostic equipment repair and calibration?	
Are procedures for Army oil analysis program specified?	
Does the plan address equipment classification?	
Are reparable items covered?	
Are replacement items addressed?	
Is the evacuation of repairables addressed?	
How are repairs under warranty performed in the area of operations?	
If a single fuel is used, is warranty voided on new diesel power pieces of equipment?	
Have extreme weather aspects (heat, cold, humidity, dust, etc.) been considered?	
Have site security and storage requirements been identified and included in engineer plans?	
Have special power requirements for maintenance facilities been identified (voltage, phase, frequency, stability, and anticipated load)? Are transformers required?	
Are maintenance facility requirements met?	
Is disposal of HAZMAT such as lithium batteries and radioactive residue specified?	
Are procedures for salvage collection, evacuation, and disposal covered?	
Are PLL requirements specified?	
Are ASL requirements, including repairables, specified?	
Fixing the Force (continued)	
Item	Remarks
Are cannibalization procedures addressed?	
Are requirements for special nonexpendable components addressed?	
Can the GS base support the Class IX supply system?	
Is stockage of major assemblies addressed?	
Have special storage requirements been addressed for dry batteries, classified repair parts, high dollar pilferables, etc.?	
Does the plan specify the equipment level for deploying units?	
Are equipment redistribution requirements specified?	
Are replacement actions for salvage equipment specified?	
Are special equipment requirements addressed?	
Moving the Force	
Item	Remarks
Is there a requirement to arrange for special assignment airlift?	
Is there a requirement to expedite cargo distribution to the area of operations?	
Are the transportation support systems for the direct support system and ALOC described?	
What are the SEALOC requirements?	
What type and number of terminal transfer units are required (rail, highway, port, and airfield)?	



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	Is coastal line of communication required (Army freight ships, landing craft, lightering)?	
	Are there coastal restrictions?	
	Is a logistics over the shore (LOTS) operation required?	
	Have materials handling equipment requirements been addressed?	
	What must be done to repair, renovate, or restore the LOCs?	
	Are in-country highway, rail, air, and inland waterway mode requirements addressed?	
	What ports are available? What is access to or from the ports?	
	What special port clearance requirements apply?	
	Is transportation movement priority provided?	
	What is the weather impact on ports, airfields, and highway nets?	
	What is the availability of Defense Intelligence Agency data or analysis regarding the country or area transportation infrastructure?	
	What are the transportation funding arrangements?	
	Are transportation account code requirements specified?	
	Are the seaports of debarkation (SPOD) and embarkation (SPOE) and aerial ports of debarkation (APOD) and embarkation (APOE) specified?	
	Has the use of foreign flag sea or airlift been addressed?	

Moving the Force (continued)

	Item	Remarks
	Is an intra-theater, inter-theater, and in-country movement system for personnel and cargo specified?	
	Are procedures for shipping supplies and equipment that arrive at home station after units have deployed addressed?	
	Have medical evacuation requirements been included in the plan?	
	Is refrigerated transportation required?	
	What support is provided by the host nation, allies, or other services?	
	What is the container policy?	
	What civilian contract or HN personnel and equipment assets are available to assist intermodal operations?	
	What is the capability of units and ports to handle container shipments?	
	Can containers be used with carrier delivery direct to the supply support activity?	
	What fixed ports are available to support military marine terminal operations?	
	What are the characteristics and capabilities of the fixed ports?	
	What type and quantities of materials handling equipment are available for use in support of military marine terminal operations?	
	How many berths and anchorages are available for use in support of military marine terminal operations?	
	What is the enemy's capability to interdict the ports?	
	What port security measures are currently in use?	
	What is the port's capability to handle containerized cargo and roll-on/roll-off (RO-RO) cargo?	
	What routes access the ports? Are there any special port clearance requirements?	



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	What inland waterways access the port?	
	What is the current throughput capability of the port?	
	What are the characteristics and capabilities of the port's warehouse facilities and storage area?	
	What effect do weather and sea have on port operations?	
	What contract civilian/HN marine terminal personnel and equipment assets are available to support military terminal operations?	
	What is the present level of usage of the ports?	
	Has the requirement to repair damage to port facilities been addressed?	
	What airfields can be used? What are their capabilities?	
	Have departure and arrival airfield control groups' requirements been satisfied?	
Moving the Force (continued)		
	Item	Remarks
	Is airdrop resupply capability provided commensurate with the expected requirements?	
	What are the personnel and cargo reception capabilities of the airfield?	
	What is the current usage of the airfield?	
	What are the characteristics and capabilities of the roads that access the airfield?	
	What contract civilian/HN personnel and equipment assets are available to assist in arrival/departure airfield control group operations?	
	What airfield facilities are available for military use during operations?	
	What impact does weather have on airfield operations?	
	What engineer assets are available to upgrade and maintain airfields?	
	Have MAC channel airlift requirements been specified?	
	Has support been planned for USAF mobile air medical staging facilities?	
	Has a coordinating headquarters been designated for all logistical airlift support?	
	Is the highway net described? What are its capabilities and limitations?	
	What routes are available to support military operations?	
	What are the characteristics and capabilities of the routes available to support military operations?	
	What are the convoy restrictions?	
	What are the dimensions of the tunnels along the routes?	
	What are the dimensions and classifications of bridges along the routes?	
	What capability does the Government have to repair damaged segments of routes?	
	What engineer assets are available to maintain or upgrade routes?	
	What segments of the routes are heavily used by the civilian populace?	
	What are the most likely routes fleeing refugees might use?	
	What is the best source for additional information on the routes?	
	Is there a rail system available?	
	What rail lines are available to support military operations?	
	What is the condition of the rail lines? What are their schedules and capabilities?	
	What is the gage and weight of the tracks?	



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What effect does the weather have on rail operations?	
Are loading ramps available at rail yards and terminals?	

Moving the Force (continued)

Item	Remarks
What are the locations, types, and capacities of rail yards in the area of operations?	
What are the characteristics and capabilities of the rail terminals and marshalling yards?	
What is the present level of usage of the rail lines? What is the current level of traffic (trains per day) using the main line in the area of operations?	
What are the capacities dimensions (length), and age of typical rolling stock currently in service in the area of operations?	
Is a track profile of the main line indicating the location, percent, and length of grade available?	
Is a plan showing location and length of minimum radius curves together with and sections of multiple main line tracks available?	
Location and length of passing tracks on the main line?	
What are the locations, descriptions (type, construction, length, and clearances) and conditions of rail bridges and tunnels on the main line?	
What are the locations and qualities of water supplies of the main line?	
What communications and signals are in use for train operations?	
How is traffic scheduled and controlled?	
What is the predominate type of cross tie use in the area of operations?	
What are the location and availability of spare parts for motive power and rolling stock?	
What type of wheel bearing is used on rolling stock?	

Miscellaneous

Items	Remarks
Are retrograde procedures spelled out for excess and unserviceable items?	
Are there provisions in the plan for maneuver/war damage resulting from logistics operations?	
Are special Department of Agriculture cleaning requirements for retrograde equipment identified?	
Are the communications to support logistics operations provided for in the communications planning?	
Have communications frequencies been cleared with the host country?	
Have arrangements been made for telephonic assistance (functional and technical) after deployment?	
Are phone books for the country or local area available?	
Are automated logistics systems procedures properly addressed?	

Miscellaneous (continued)

Item	Remarks
Have backup master files been established and prepared for shipment separate from the primary master files?	
Has the site selection and preparation for automated equipment	



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considered accessibility, geographical, terrain, and security requirements?	
Are maintainers, operators, and managers assigned and well trained?	
Are sufficient copies of user manuals on hand and current?	
Are repair parts on hand and up to required levels for computer hardware including generators and other subsystems?	
Have provisions been made for backup support of repair parts, hardware maintenance, and the receipt of software change packages and emergency change messages?	
Has coordination been made with the next higher SSA for catalog update, reconciliation schedule, and loading of supported unit DODAACs?	
Have details been worked out for transmission of documents to higher echelons?	
Have appropriate parameter changes been made in the automated systems (for example, signal and overseas deployment codes)?	
Do customer units require training, and are customer user manual available for automated system support?	
Are provisions made for the types of finance support required?	
What are the funding aspects of logistics support?	
Have all requirements been costed?	
Has an account processing code been established?	
Are local currencies authorized/desirable for financial transactions in support of the contingency force?	
Have local currency acquisition points been identified?	
Have Class A agents been appointed to the servicing finance officer?	
Have contracting/ordering officers and impress fund cashiers received instructions concerning interface and coordination with the servicing finance unit or element?	
Are there provisions for contracting support/local purchase?	
Have an adequate number of contracting officers with the proper warrants been provided?	
Is finance support available to the contracting officer?	
Have individuals been trained/appointed for local procurement? Is local currency available?	
Have local procurement procedures been established?	
Are linguists available to support contracting/local purchase requirements?	

SECTION II - PLANNING CONSIDERATIONS

The purpose of this section is to provide the user with a more detailed set of operational checklists that constitute a roadmap for LOGCAP planning, training, and execution. The user of this portion of the Annex should be a planner (either Government or Contractor), a member of the Contractor's Advance Team, or a manager or key member of the Contractor's work force. Information contained in this section may also be helpful to the deploying military force and Team LOGCAP.

The actions contained in this section checklist are linked to milestone events found in the



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Synchronization Matrix (Annex X). This Appendix and Annex X complement each other by providing a comprehensive overview of a LOGCAP Event and practical tools for executing LOGCAP support. Common items that should be considered in all checklists are:

ITEM	COMMENTS
PRE-DEPLOYMENT PHASE	
Receive Initial Force List.	Determine number of personnel to be supported.
Conduct mission analysis. Determine options for mission accomplishment and resources required.	Evaluate ability to support with local/regional resources using LOGCAP Database.
Determine if GFE/M are provided.	
Determine availability of BRS uniforms.	
Review STAMIS requirements and confirm what will be Government Furnished.	Ensure Logistics and Engineering Services Managers are on distribution for all software upgrades of all Government STAMIS (SAMS, SAAS, SARSS, ULLS, JOPES, ALPS, etc.).
Establish BRS MIS system requirements.	
Identify Records Management Requirements.	
Identify Government required Reports and Records.	
DEPLOYMENT PHASE	
All BRS personnel must have current Medical Certificate.	
Assure personnel training records are available and current.	
Assure all personnel are trained.	
In-country status and report system in operation.	Prepare and submit Government required Reports and Records
Establish and maintain property book accountability through Standard Property Book System Redesign (SPBS-R)	
Key managers make contact with local vendors and contractors	Do not obligate resources/take actions involving expenditure of funds; requests must be submitted thru BRS PM to ACO/PCO
Monitor arrival status of critical supplies	Throughput to sites is desired.
MATURATION (SUSTAINMENT) PHASE	
Review selected operations for efficiency, cost effectiveness and responsiveness.	Continuous process improvement based on Quality Plan.
Prepare Quality Control checklists in consonance with BRS Quality Control Plan.	
Conduct periodic reviews of operations; sample support force quality of work.	Maintain accountability and high standards.
Managers/Supervisors conduct periodic reviews of subordinates' performance; conduct periodic training.	Performance reviews documented IAW IOP; conduct training as required, ensuring quality in the workforce.
Conduct continuous mission analysis; project support requirements/seasonal needs.	Focus on new requirements/changes in operation.



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RE-DEPLOYMENT PHASE	
Review Demobilization Plan and adjust for current situation.	
Consolidate operations during draw-down of supported force.	Phase to decrease capabilities as the requirements for those capabilities decrease.
Begin demobilization.	

This section of the Annex is divided into eight Tabs. These TABS are derived from the corresponding appendices contained in Annex F, H, I, and Q. Each Tab provides the user with a checklist containing essential actions that must be considered during the Pre-Deployment, Deployment, Maturation (Sustainment), and Re-Deployment Phases of a LOGCAP Event.

TAB A	(Supply)
TAB B	(Transportation)
TAB C	(Engineering/Construction/Engineering Services)
TAB D	(Field Services)
TAB E	(Maintenance)
TAB F	(Health Service Support)
TAB G	(Personnel Services)
TAB H	(Miscellaneous)



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TAB A (SUPPLY) to APPENDIX 1 (LOGCAP PLANNING CHECKLISTS) to ANNEX N (INTERNAL OPERATING PROCEDURES) for LOGCAP CSP

1. GENERAL: The following checklist provides the user with a list of questions and/or key events that must be considered during pre-deployment, deployment, maturation (sustainment), and redeployment. Because of varying factors that include size of force, composition of force, mission, location of EVENT, climatic conditions, geo-political and cultural conditions, timeline and length of mission, and contractor constraints, the following checklist should be used as a starting point for planning and execution. As specifics are developed or provided, the checklist must be modified by the user to reflect the actual requirements.

2. MISSION: On order, provide all classes of supply including: Class I (Rations and Water); Class II (Clothing and Equipment); Class III (POL – Bulk and Packaged); Class IV (Construction Materials); Class V (Ammunition) and (Ammunition Supply Point Operations); Class VI (Personal Demand Items); Class VII (Major Items); Class VIII (Medical Supplies); and Class IX (Repair Parts). Also, provide the audit trail and tracking systems necessary to provide services effectively.

SUPPLY	
ITEM	COMMENTS
Phase I — Pre-Deployment Phase	
Identify Supply Branch Chief and other key personnel.	Chief of Supply Branch works for the Manager of the Logistics Operations Division.
Determine optimum number of supply personnel.	
Select key managers.	Confirm deployment schedule & Human Resource requirements.
Establish stockage objectives.	As directed by PCO/ACO.
Develop initial stockage lists.	For contractor and supported force.
Evaluate ability to support with in-country or nearby sources.	
Determine domestic sources.	Check price and availability.
Prioritize stockage lists.	
Designate critical supplies and stockage levels.	
Coordinate tentative supply facility locations.	Review physical requirements for S/APOD, and Rear and Forward Bases.
Verify order and allowable substitutions.	
Process initial order.	For contractor and supported force.
Pre-position supplies.	Priority given to first needed.
Arrange for transportation of supplies.	Initial stockage.
Assure that audit trail is established.	
Process follow-on orders.	For contractor and supported force.
Arrange for follow-on order shipments.	Including shipment to port(s).
Review IOP and tailor accordingly.	
Begin records management.	Includes Stock Records account and stock control.
Obtain current Army supply list.	
Establish Supply LNO in EOC.	



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SUPPLY	
ITEM	COMMENTS
Deploy Advance Team to EVENT Site.	Includes communications package.
Select secondary and non-key personnel.	
Review in-country electrical standards.	Assure that supply equipment to be deployed is compatible.
Obtain & review Army stockage lists.	
Obtain & prepare current catalogs for shipment.	
Coordinate with Team LOGCAP counterparts.	
Verify IOP and Planning documentation for each Class of supply.	Adjust as necessary. Consider customer support, safety and audit trail.
Activate and establish the Movement Control Center (MCC).	
Phase II — Deployment Phase	
Identify qualified TCN & LN workforce.	
Deploy all Supply Managers w/1 st Increment.	Interface with CPIT.
Deploy essential initial equipment and supplies.	
Confirm locations of supply facilities.	Including S/APODs.
Establish contact with head of construction.	Key employees only.
Support initial contractor force.	
In-country status & report system in operation.	Tie into communications package.
Maintain status of shipment of supplies.	
Establish the Central Receiving and Shipping Point (CRSP).	
Key managers make contact with counterparts in supported force.	
Verify local support POCs.	Local vendors and contractors.
Deploy remaining CONUS contractor force.	
Deploy remaining equipment and supplies.	
Verify reorder – order system.	Verify operation of accounting system.
Establish operations.	Must be fully operational by S-Day.
Phase III — Maturation (Sustainment) Phase	
Key managers conduct periodic reviews of operation.	Maintain accountability.
Validate personnel, equipment and supply security.	Continually – collectively and individually.
Assure periodic inspections/assessments.	Health, fire and safety at minimum.
Provide health maintenance.	Assure preventative measures are applied.
Establish a dialog between the key manager at each base and the supported force commander.	
Establish a Help Desk at each base.	
Conduct projections for support requirements.	Focus on new requirements or changes in operations.
Provide PCO/ACO with reviews.	As required.
Provide Commander and key staff with reviews.	As required.
Review ASL and revise.	At least quarterly.
Review IOP in light of current operations.	Revise as appropriate.



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SUPPLY	
ITEM	COMMENTS
Project seasonal needs.	
Phase IV — Redeployment Phase	
Review orders for time phased support of force.	Contractor and military requirements.
Investigate which facets of operation could be subcontracted for a short duration.	

a. Supply operations are organized and managed by functional supply classes. Detailed Supply checklists are included in this Tab as follows:

Section 1	Class I	(Rations and Water)	pg 4
Section 2	Class II	(Clothing and Equipment)	pg 6
Section 3	Class III	(POL – Bulk and Packaged)	pg 8
Section 4	Class IV	(Construction Material)	pg 10
Section 5	Class V	(Munitions)	pg 12
Section 6	Class VI	(Personal Demand Items)	pg 13
Section 7	Class VII	(Major Items)	pg 15
Section 8	Class VIII	(Medical Supplies)	pg 17
Section 9	Class IX	(Repair Parts)	pg 19



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SECTION 1. Class I operations.

CLASS I OPERATIONS	
ITEM	COMMENTS
Pre-deployment Phase	
Receive direction from Chief of Supply Branch.	
Identify Subsistence Leader.	Reports to Chief, Supply Branch.
Evaluate ability of support with in-country or nearby rations and supplements (fresh foods and condiments).	
Determine adequacy of water sources including bottled water.	Amount, location and quality.
Determine availability of municipal water sources.	
Determine if there are local or nearby contractors.	Includes well drilling, pipeline, and food service contractors.
Develop requirements for rations and water.	Confirm the schedule of rations, caloric value, desired quantity on hand, and desired water storage capacity – as directed by the PCO/ACO.
Confirm food service and water production and supply personnel support requirements.	
Confirm Class I equipment requirement.	Cold storage & food preparation.
Process initial order for rations and water equipment and material.	For contractor and supported force.
Arrange for transportation of Class I supplies.	Initial stockage.
Assure that audit trail is established.	
Process follow-on Class I orders.	For contractor and supported force.
Arrange for follow-on order shipments.	Including shipment to port(s).
Review Class I IOP requirements and tailor accordingly.	
Begin records management.	Includes equipment and foodstuffs.
Select key Class I managers.	Confirm deployment schedule & Human Resource requirements.
Deployment Phase	
Ensure personnel deployability requirements are met.	Legal, medical, contractual, and personal requirements. Conduct briefings.
Identify qualified TCN & LN workforce.	Assure that health code requirements can be met.
Deploy Class I Managers as required.	
Support initial contractor force.	
Establish Troop Issue Subsistence Activity (TISA).	As directed by the PCO/ACO.
Determine availability of local ice.	Plan for installation of ice makers.
Verify local Class I support POCs.	Local vendors and contractors.
Key managers make contact with local vendors and contractors.	Do not obligate resources.
Deploy remaining CONUS contractor Class I personnel.	
Deploy remaining Class I equipment and supplies.	
Verify Class I – order system.	Verify operation of accounting system.



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CLASS I OPERATIONS	
ITEM	COMMENTS
Establish interim Class I operations.	
Maturation (Sustainment) Phase	
Perform periodic inspections/assessments.	Health, fire and safety at minimum.
Conduct periodic training.	As required.
Conduct quality control on food service operations.	Perform spot checks.
Provide health maintenance.	Assure preventative measures are applied.
Project seasonal needs.	Key to the master menu and special holidays, as directed.
Review special requirements – box lunches for air crews, HN meals, contingency operations, shift work, etc.	
Redeployment Phase	
Review Class I requirement for time phased support of force.	Contractor and military requirements. Provide consolidated operations



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SECTION 2. Class II operations.

CLASS II OPERATIONS	
ITEM	COMMENTS
Pre-deployment Phase	
Receive direction from Chief of Supply Branch.	
Select Warehouse Leader.	Warehouse Leader works for the Chief, Supply Branch.
Confirm CRSP location.	
Confirm Class II equipment requirement.	Establish stockage objectives.
Process initial order for Class II equipment and material.	For contractor and supported force.
Arrange for transportation of Class II supplies.	Initial stockage.
Assure that audit trail is established.	
Process follow-on Class II orders.	For contractor and supported force.
Arrange for follow-on order shipments.	Including shipment to port(s).
Review Class II IOP requirements and tailor accordingly.	
Select secondary and non-key Class II personnel.	
Deployment Phase	
Identify qualified TCN & LN workforce.	
Establish the Class II Supply Point	As directed by the PCO/ACO.
Assure that materials are adequately protected.	Verify dunnage and weather coverings are properly used.
Establish and operate a Central Issue Facility (CIF).	As directed by the PCO/ACO.
Establish and operate a HAZMAT Pharmacy.	
Class II managers make contact with local vendors and contractors.	Do not obligate resources.
Deploy remaining Class II equipment and supplies.	
Verify Class II – order system.	Verify operation of accounting system.
Establish interim Class II operations.	
Maturation (Sustainment) Phase	
Continue Class II operations to support the force.	
Provide MMC with list of zero balance items weekly.	
Investigate all material release denials (MRDs).	
Review controls on Recoverable Coded (RC) items.	
Conduct quality control on Class II operations.	Perform spot checks.
Review IOP in light of current operations.	Revise as appropriate.



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CLASS II OPERATIONS	
ITEM	COMMENTS
Project seasonal needs.	Identify special needs & obtain permission to order.
Review special requirements – hazardous material clothing, fire resistant items, etc.	
Redeployment Phase	
Review Class II requirement for time phased support of force.	Contractor and military requirements.
Provide for consolidated Class II operations during draw down of the force.	



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SECTION 3. Class III operations.

CLASS III OPERATIONS	
ITEM	COMMENTS
Pre-deployment Phase	
Receive direction from Chief of Supply Branch.	
Identify POL Leader.	POL Leader reports to Chief, Supply Branch.
Confirm wholesale and resale POL point locations.	
Confirm Class III equipment requirement.	Establish stockage objectives.
Review vendors/supplies in EVENT area or nearby.	
Process initial order for Class III materials and equipment.	For contractor and supported force.
Arrange for transportation of Class III supplies.	Initial stockage.
Assure that audit trail is established.	
Process follow-on Class III orders.	For contractor and supported force.
Arrange for follow-on order shipments.	Including shipment to port(s).
Review Class III IOP requirements and tailor accordingly.	
Select secondary and non-key Class III personnel.	
Coordinate with Team LOGCAP counterparts.	
Deployment Phase	
Identify qualified TCN & LN workforce.	
Establish Class III Supply Points.	As directed by the PCO/ACO.
Assure that POL quality is protected.	Conduct periodic QA/QC sampling.
Establish and maintain accountability.	In accordance with the IOP as amended.
Establish contact with the AMC Logistic Support Element (LSE) and MMC.	
Review and adjust the Spill Prevention and Cleanup Plans.	
Coordinate with the HAZMAT Pharmacy.	
Class III managers make contact with local vendors and contractors.	Do not obligate resources.
Maturation (Sustainment) Phase	
Continue Class III operations to support the force.	
Provide MMC with consumption reports weekly.	
Perform periodic inspections/assessments.	Health, fire, safety and spot audit at a minimum.
Conduct quality control on Class III operations.	Perform spot checks.
Review IOP in light of current operations.	Revise as appropriate.



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CLASS III OPERATIONS	
ITEM	COMMENTS
Project seasonal needs.	Identify special needs & obtain permission to order.
Review special requirements – hazardous material clothing, fire resistant items, aviation fuel and new operational requirements, etc.	
Redeployment Phase	
Review Class III requirement for time phased support of force.	Contractor and military requirements.
Review Demobilization Plan and adjust for current situation.	Provide for consolidated Class III operations during draw down of the force.



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SECTION 4. Class IV operations.

CLASS IV OPERATIONS	
ITEM	COMMENTS
Pre-deployment Phase	
Receive direction from Chief of Supply Branch.	
Select Warehouse Leader.	Warehouse Leader (Class IV) works for Chief, Supply Branch.
Confirm camp locations and designs.	
Confirm Class IV equipment and storage requirements.	
Review vendors/supplies in EVENT area or nearby.	
Process initial order for Class IV materials and equipment.	For contractor and supported force.
Arrange for transportation of Class IV supplies.	
Process follow-on Class IV orders.	For contractor and supported force.
Arrange for follow-on order shipments.	Including shipment to port(s).
Review Class IV IOP requirements and tailor accordingly.	
Coordinate with Team LOGCAP counterparts.	
Deployment Phase	
Identify qualified TCN & LN workforce.	
Deploy Class IV Managers as required.	
Establish and operate Class IV Supply Points.	As directed by the PCO/ACO.
Establish and maintain accountability.	In accordance with the IOP as amended.
Establish contact with the AMC Logistic Support Element (LSE) and MMC.	
Class IV managers make contact with local vendors and contractors.	Do not obligate resources.
Maturation (Sustainment) Phase	
Provide MMC with weekly reports.	
Perform periodic inspections/assessments.	Health, fire, safety and spot audit at a minimum.
Conduct periodic training.	As required.
Review IOP in light of current operations.	Revise as appropriate.
Project seasonal needs.	Identify special needs & obtain permission to order.
Review special requirements – change in size or composition of supported force, contingency requirements, and new operational requirements, etc.	
Redeployment Phase	
Review Class IV requirement for time phased	Contractor and military requirements.



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CLASS IV OPERATIONS	
ITEM	COMMENTS
support of force.	
Provide consolidated Class IV operations.	During force draw down.



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SECTION 5. Class V operations.

CLASS V OPERATIONS	
ITEM	COMMENTS
Pre-deployment Phase	
Receive direction from Chief of Supply Branch.	
Identify Class V – ASP Leader.	Class V – ASP Leader works for Chief, Supply Branch.
Select other key Class V personnel.	
Confirm ASP ATP locations.	As directed by PCO/ACO.
Confirm Class V equipment.	
Review supplies in EVENT area or nearby.	
Process initial order for Class V materials and equipment.	
Arrange for transportation of above.	
Assure that audit trail is established.	
Review Class V IOP requirements and tailor accordingly.	
Coordinate with Team LOGCAP counterparts.	
Deployment Phase	
Identify qualified TCN & LN workforce.	
Deploy Class V Managers as required.	
Establish Class V ASPs and ATPs.	As directed by the PCO/ACO.
Assure that Class V items are secured and accountability is high.	Conduct periodic inspections and reviews.
Establish and maintain accountability.	In accordance with the IOP as amended.
Establish contact with the AMC Logistic Support Element (LSE) and MMC.	
Deploy remaining Class V equipment and supplies.	
Maturation (Sustainment) Phase	
Provide MMC with weekly reports.	
Perform periodic inspections/assessments.	Health, fire, safety, accountability and spot audit at a minimum.
Review IOP in light of current operations.	Revise as appropriate.
Review special requirements – change in size or composition of supported force, contingency requirements, and new operational requirements, etc.	
Redeployment Phase	
Provide consolidated Class V operations.	During force draw-down.

SECTION 6. Class VI operations.

CLASS VI OPERATIONS



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ITEM	COMMENTS
Pre-deployment Phase	
Receive direction from Chief of Supply Branch.	
Select Class VI manager (Warehouse Leader).	Reports to Chief, Supply Branch.
Select secondary and non-key Class VI personnel.	
Confirm base and A/SPOD locations.	As directed by PCO/ACO.
Process initial order for Class VI items.	For contractor and supported force.
Arrange transportation of Class VI items.	Initial stockage.
Assure that audit trail is established.	
Process follow-on Class VI orders.	For contractor and supported force.
Arrange for follow-on order shipments.	Including shipment to port(s).
Review Class VI IOP requirements and tailor accordingly.	
Coordinate with Team LOGCAP counterparts.	
Coordinate with AAFES staff.	
Deployment Phase	
Identify qualified TCN & LN workforce.	
Deploy Class VI Managers as required.	
Support initial contractor force.	
Establish the Class VI Supply Point	As directed by the PCO/ACO.
Assure that materials are protected.	
Establish contact with the AMC Logistic Support Element (LSE), MMC, and AAFES.	
Establish an area within the CRSP.	As directed by the PCO/ACO.
Identify unique storage/security requirements.	
Deploy remaining Class VI items.	
Maturation (Sustainment) Phase	
Continue Class VI operations to support the force.	Submit replenishment requisitions through AAFES supply channels.
Provide MMC and AAFES with list of zero balance items weekly.	
Investigate all material release denials (MRDs).	
Review IOP in light of current operations.	Revise as appropriate.
Project seasonal needs.	Identify special needs & obtain permission to order.
Redeployment Phase	
Review Class VI requirement for time phased support of force.	Contractor and military requirements.



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SECTION 7. Class VII operations.

CLASS VII OPERATIONS	
ITEM	COMMENTS
Pre-deployment Phase	
Receive direction from Chief of Supply Branch.	
Select Class VII Manager (Warehouse Leader).	Reports to Chief, Supply Branch.
Confirm Class VII requirement.	Establish stockage objectives.
Process initial order for Class VII items.	For contractor and supported force.
Arrange for transportation of Class VII items.	Initial stockage.
Assure that audit trail is established.	
Review Class VII IOP requirements and tailor accordingly.	
Coordinate with Team LOGCAP counterparts.	
Deployment Phase	
Identify qualified TCN & LN workforce.	
Deploy Class VII Managers as required.	
Support initial contractor force.	
Assure that materials are adequately protected.	
Establish contact with the AMC Logistic Support Element (LSE) and MMC.	
Class VII managers make contact with local vendors and contractors.	Do not obligate resources.
Deploy remaining Class VII equipment and supplies.	
Establish interim Class VII operations.	
Maturation (Sustainment) Phase	
Continue Class VII operations to support the force.	Use FIFO unless otherwise directed.
Assure that vehicles and other equipment are started weekly and that motor stables are performed.	
Perform periodic inspections/assessments.	Health, fire, safety and spot audit at a minimum.
Explore use of authorized substitutions.	
Investigate all material release denials (MRDs).	
Review controls on Recoverable Coded (RC) items.	
Conduct quality control on Class VII operations.	Perform spot checks.
Review IOP in light of current operations.	Revise as appropriate.
Project seasonal needs for equipment stored.	Identify special needs & obtain permission to order.
Review special requirements – mission	



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CLASS VII OPERATIONS	
ITEM	COMMENTS
changes, force composition change, etc.	
Redeployment Phase	
Establish Collection Points and code for serviceability and disposition.	As directed by the PCO/ACO.



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SECTION 8. Class VIII operations.

CLASS VIII OPERATIONS	
ITEM	COMMENTS
Pre-deployment Phase	
Receive direction from Chief of Supply Branch.	
Select Class VIII manager (Warehouse Leader).	Reports to Chief, Supply Branch.
Confirm Class VIII supply requirement.	Establish stockage objectives.
Review vendors/supplies in EVENT area or nearby.	
Process initial order for Class VIII materials and equipment.	For contractor and supported force.
Arrange for transportation of Class VIII supplies.	Initial stockage. Assure Geneva Convention markings.
Assure that audit trail is established.	Both cost and sensitive items.
Review Class VIII IOP requirements and tailor accordingly.	
Coordinate with Team LOGCAP counterparts.	
Deployment Phase	
Identify qualified TCN & LN workforce.	
Establish Class VIII Supply Points.	As directed by the PCO/ACO. Maintain Class VIII items under separate control.
Establish and maintain accountability.	In accordance with the IOP as amended.
Establish contact with the AMC Logistic Support Element (LSE) and MMC.	
Deploy remaining Class VIII equipment and supplies.	
Maturation (Sustainment) Phase	
Continue Class VIII operations to support the force.	
Identify HAZMAT items & take precautions.	
Provide MMC with consumption reports weekly.	
Conduct quality control on Class VIII operations.	Health, fire, safety and spot audit of controlled substances at a minimum.
Review IOP in light of current operations.	Revise as appropriate.
Review special requirements – new operational requirements, host nation support, etc.	
Redeployment Phase	
Review Demobilization Plan and adjust for current situation.	Provide for consolidated Class VIII operations during draw down of the force.
Provide for turn-in of Class VIII items.	Maintain control and accountability.

SECTION 9. Class IX operations.



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CLASS IX OPERATIONS	
ITEM	COMMENTS
Pre-deployment Phase	
Receive direction from Chief of Supply Branch.	
Select Class IX manager (Warehouse Leader).	Reports to Chief, Supply Branch.
Confirm Class IX requirement.	Establish stockage objectives.
Review vendors/supplies in EVENT area or nearby.	
Process initial order for Class IX items and equipment.	For contractor and supported force.
Arrange for transportation of Class IX items.	Initial stockage.
Establish ASL.	As directed by PCO/ACO.
Establish reparability limits (time & money).	As directed by PCO/ACO.
Assure that audit trail is established.	
Process follow-on Class IX orders.	For contractor and supported force.
Arrange for follow-on order shipments.	Including shipment to port(s).
Review Class IX IOP requirements and tailor accordingly.	
Coordinate with Team LOGCAP counterparts.	
Deployment Phase	
Identify qualified TCN & LN workforce.	
Deploy Class IX team as required.	
Establish Class IX Supply Point.	As directed by the PCO/ACO.
Establish and maintain accountability.	In accordance with the IOP as amended.
Establish contact with the AMC Logistic Support Element (LSE) and MMC.	
Verify Class IX – order system.	Verify operation of accounting system.
Maturation (Sustainment) Phase	
Establish collection points for repairable/recoverable items.	As directed by the PCO/ACO.
Continue Class IX operations to support the force.	
Provide MMC with consumption reports weekly.	
Conduct quality control on Class IX operations.	Perform spot checks – Fire life, safety, and spot audits.
Review IOP in light of current operations.	Revise as appropriate.
Project seasonal needs.	Identify special needs & obtain permission to order.
Review special requirements – new operational requirements, etc.	
Redeployment Phase	
Review Class IX requirement for time phased support of force.	Contractor and military requirements.
Provide collection points for turn-in of Class	Provide classification and evacuation or



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CLASS IX OPERATIONS	
ITEM	COMMENTS
IX items.	disposal as directed by the PCO/ACO.



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**TAB B (TRANSPORTATION) to APPENDIX 1 (LOGCAP PLANNING CHECKLISTS)
to ANNEX N (INTERNAL OPERATING PROCEDURES) for LOGCAP CSP**

1. GENERAL: The following checklist provides the user with a list of questions and/or key events that must be considered during pre-deployment, deployment, maturation (sustainment), and redeployment. Because of varying factors that include: size of force, composition of force, mission, location of EVENT, climatic conditions, geo-political and cultural conditions, timeline and length of mission, and contractor constraints, the following checklist should be used as a starting point for planning and execution. As specifics are developed or provided, the checklist must be modified by the user to reflect the actual requirements.

TRANSPORTATION	
ITEM	COMMENTS
Pre-deployment Phase	
Receive Initial Force List, nature of mission, and EVENT location.	Determine number of personnel & type units to be supported.
Identify Transportation & Movements Branch Chief and key personnel.	
Identify key participants/responsibilities and establish coordination channels.	LSE, USTRANSCOM, Host Nation (HN)
Conduct mission analysis; identify options for mission accomplishment and resources required.	Evaluate ability to support with local/regional resources using LOGCAP Database
Determine mission requirements (personnel, equipment, and facilities).	
Determine LOGCAP EVENT LOCs/PODs/Camps/road infrastructure and transportation capabilities.	To support contractor force and deploying force.
Identify HN requirements pertaining to transportation operations.	Laws, permits, regulations.
Identify HN customs & border crossing procedures and regulations.	
Determine domestic sources.	Price and availability (quantity/type).
Determine if there are GFE/GFM.	
Identify transportation modes & sources.	
Identify POEs, on-site POCs.	For contractor/deploying forces.
Identify POE flow.	Personnel, cargo, modes, dates.
Develop and coordinate shipment plan.	For contractor shipments.
Develop and coordinate an RSO&I plan.	For all movements to LOGCAP EVENT site.
Develop, coordinate, and integrate tentative Contractor TPFDD.	Coordinate with TRANSCOM.
Identify Government required Reports and Records	Adjust IOP as necessary.
Select key managers/supervisors.	
Establish Transportation LNO in EOC.	
Select secondary and non-key personnel.	
Obtain & prepare current catalogs for	Adjust as necessary. Consider customer



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TRANSPORTATION	
ITEM	COMMENTS
shipment.	support, safety and audit trail.
Coordinate with Team LOGCAP counterparts.	Legal, medical, contractual, and personal requirements. Conduct briefings.
Assure personnel deployability requirements are met.	Interface with LSE.
DEPLOYMENT PHASE	
Deploy T & M Branch Manager with Advance Team	
Integrate with Team LOGCAP	Interface with LSE.
Deploy essential initial equipment and supplies.	
Establish coordination with U.S., HN counterparts.	Interface with Country Team, local vendors/contractors, HN Government agencies.
Confirm operational sites & capabilities.	MCC, SPODs, APODs, ITOs.
Activate Transportation and Movements Branch.	Key employees only.
Verify POCs/roles & responsibilities.	
Coordinate with local vendors/ contractors.	
Identify qualified TCN & LN workforce.	
Hire and train TCN & LN workforce.	
Procure facilities, vehicles, equipment, MHE.	
Acquire, activate & man operational sites	MCC, SPODs, APODs, ITOs.
Support initial contractor force.	Advance Team, CPIT, TEAM LOGCAP
In-country status & report system in operation.	
Key managers make contact with counterparts in supported force.	
Deploy remaining CONUS contractor force.	
Be fully operational by NTP + 15 (S Day)	
Maturation (Sustainment) Phase	
Provide services at S+1.	Deploying force.
Continue/expand Deployment Phase activities/operations, as required.	
Manage and coordinate resources utilization/reallocation to meet evolving requirements.	With LSE, deploying force and HN Government/commercial entities.
Key managers conduct periodic reviews of operation.	Continually – collectively and individually.
Managers conduct periodic reviews of subordinates performance.	Health, fire and safety at minimum.
Validate personnel, equipment and supply security.	As required.
Assure periodic inspections/assessments.	Maintain a high standard.
Review operations for efficiency, cost	All subordinate elements (MCC, PODs, ITOs).



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TRANSPORTATION	
ITEM	COMMENTS
effectiveness and responsiveness.	
Conduct projections for support requirements.	Strategic, operational, as required.
Provide PCO/ACO with reviews.	
Initiate redeployment planning and coordination.	
Review/revise/update plans for time phased redeployment support of force.	Contractor and supported force.
Redeployment Phase	
Begin retrograde operations/demobilization.	
Ensure compliance with HN/US customs requirements.	
Provide for consolidated operations during draw down of the force.	
Return facilities to HN.	

a. Transportation operations are organized and managed by functional areas. Detailed Transportation checklists are included in this Tab as follows:

Section 1	MCC	pg 4
Section 2	A/DACG	pg 8
Section 3	SPOD	pg 11
Section 4	Installation Transportation Office	pg 14



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SECTION 1. Movement Control Center (MCC).

MOVEMENT CONTROL CENTER (MCC)	
ITEM	COMMENTS
Pre-deployment Phase	
Receive Initial Force List, nature of mission, and EVENT location.	Determine number of personnel & type units to be supported
Identify MCC supervisors and key personnel.	
Identify APOD/SPOD supervisors and key personnel.	
Identify key participants/responsibilities and establish coordination channels/POCs.	LSE, USTRANSCOM, ALCE, HN Customs.
Conduct mission analysis; determine options for mission accomplishment and resources required	Evaluate ability to support with local/regional resources using LOGCAP Database
Identify mission requirements (personnel, equipment, facilities).	
Determine LOC/MSR/POD/Camps/road infrastructure and capabilities.	For contractor and supported force.
Identify HN requirements pertaining to movement/transportation operations.	Laws, permits, regulations.
Identify HN customs & border crossing procedures and regulations	
Identify transportation modes & sources.	Type, capacity, quantity, location.
Identify POEs, locations, shipping requirements, and delivery dates.	Coordinate with USTRANSCOM.
Develop and coordinate an RSO&I plan.	
Identify APOD air flow arrival schedules, times and frequency of flights.	Review APODs physical requirements.
Determine ship types, capacities, pax & cargo.	For contractor and supported force.
Develop and coordinate APOD/SPOD clearing plans.	
Determine SPOD location, throughput capabilities.	Coordinate with MTMC.
Identify SPOD ship flow, arrival schedules, and duration of offloads.	Coordinate with MTMC.
Identify Government required Reports and Records	
Review IOP and tailor accordingly.	
Coordinate with Team LOGCAP counterparts.	
Deployment Phase	
Deploy MCC Managers w/1 st Increment.	Interface with CPIT.
Integrate with Team LOGCAP	Interface with LSE counterparts.
Deploy essential initial equipment and supplies.	
Establish coordination with U.S., HN counterparts.	Interface with Country Team, local vendors/contractors, HN Government



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MOVEMENT CONTROL CENTER (MCC)	
ITEM	COMMENTS
	agencies.
Verify POCs/roles & responsibilities.	
Confirm operational sites & capabilities.	Including SPOD/APOD/Base Camps/staging, marshalling areas.
Define transportation network to include capacities, distances, condition, choke points, and hostile activities.	All modes (air, roads, waterways, rail).
Execute sub-contracts.	Pre-planned and/or new. PCO approval.
Activate Movement Control Center.	To include A/DACG, Port Terminal Team.
Receive and validate airlift/sealift requests.	With USTRANSCOM/ALCE
Coordinate theater airlift/sealift schedule.	With USTRANSCOM/ALCE
Submit transportation support requirements to appropriate US/HN agencies.	
Initiate allocation of transportation assets to operational requirements.	
Identify qualified TCN & LN workforce.	
Obtain required vehicles, equipment, and MHE.	
Hire and train TCN & LN workforce.	Key employees only.
Activate required Movement Control Teams.	
Acquire, activate & man operational sites	SPOD, APOD, Cargo Transfer Points
Refine, coordinate and implement RSO&I plan.	Plan, route, schedule, and control in-theater common-user assets.
Establish and maintain coordination with ITOs and supported force MCC.	
Identify and deconflict movement priorities.	All modes.
Validate ship flow plans, sea shipments, and movement requirements.	All modes.
Plan, route, schedule & control in-theater common-user assets.	
Coordinate and monitor inland container operations and management.	
Coordinate and monitor processing of hazardous/sensitive cargo.	
Coordinate and monitor contract implementation.	
Coordinate availability and use of transportation assets and MHE.	Buses, trucks, MHE for movement of troops and cargo.
Establish and maintain in-transit visibility.	
Coordinate and supervise port reception, and staging.	SPOD/APOD.
Coordinate and supervise in-country onward movement and integration.	From APOD/SPOD
Submit changes to airlift/sealift movement requirements and priorities.	In coordination with USTRANSCOM, supported force.
Coordinate aeromedical evacuation missions.	



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MOVEMENT CONTROL CENTER (MCC)	
ITEM	COMMENTS
Plan, coordinate, and supervise retrograde operations.	APOE/SPOE.
Prepare and coordinate augmentation plans to facilitate expansion of MCC operations.	
Maturation (Sustainment) Phase	
Continue/expand Deployment Phase activities/operations, as required.	
Manage and coordinate resources utilization/reallocation to meet evolving requirements.	With MCC and HN Government/commercial entities.
Procure additional personnel, vehicles, equipment, and/or facilities, as required.	
Validate personnel, equipment and supply security.	Continually – collectively and individually.
Assure periodic inspections/assessments.	Health, fire and safety at minimum.
Conduct periodic training.	As required.
Review MCC operations for efficiency, cost effectiveness and responsiveness.	Improve operation and make ideas available throughout the EVENT site.
Conduct projections for support requirements.	Focus on new requirements or changes in operations.
Review IOP in light of current operations.	Revise as appropriate.
Initiate redeployment planning and coordination.	
Procure washing/cleaning equipment to meet customs requirements at APOD.	Water/steam hoses/equipment, stands.
Review plans for time-phased support of force.	Contractor and military requirements.
Review Demobilization Plan and adjust for actual situation.	
Redeployment Phase	
Begin retrograde operations/demobilization.	
Ensure compliance with HN/US customs requirements.	
Return facilities to HN.	



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SECTION 2. Arrival/Departure Airfield Control Group (A/DACG).

ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP (A/DACG)	
ITEM	COMMENTS
Pre-deployment Phase	
Receive Initial Force List, nature of mission, and EVENT location.	Determine number of personnel & type units to be supported/deployed by air.
Identify A/DACG supervisors and key personnel.	
Identify key participants/responsibilities and establish coordination channels/POCs.	MCC, USAF ALCE, HN Customs.
Conduct mission analysis; determine options for mission accomplishment and resources required	Evaluate ability to support with local/regional resources using LOGCAP Database
Identify mission requirements (personnel, equipment, facilities).	K-loaders, 463L pallets, trucks, and buses, staging areas.
Identify and determine APOD capabilities.	With USTRANSCOM.
Determine aircraft types & schedules, pax & cargo, and final destinations.	For contractor and supported force.
Identify HN customs, immigration, and clearance requirements.	Laws, permits, regulations.
Identify surface transportation modes & sources.	Type/capacity/quantity of trucks, buses, and MHE.
Determine APOEs, air flow, departure schedules.	Coordinate with USTRANSCOM.
Identify APOD air flow arrival schedules, times and frequency of flights.	Review APODs physical requirements.
Develop and coordinate APOD clearing plan.	With MCC.
Identify Government required Reports and Records	
Review IOP and tailor accordingly.	
Coordinate with MCC counterparts.	LSE, USTRANSCOM
Deployment Phase	
Deploy A/DACG Managers w/1 st Increment.	Interface with CPIT.
Integrate with Team LOGCAP	Interface with MCC
Deploy essential initial equipment and supplies.	
Establish coordination with U.S., HN counterparts.	Interface with Country Team, local vendors/contractors, HN Government agencies.
Verify POCs/roles & responsibilities.	
Confirm operational sites & capabilities.	Including APOD/Base Camps/staging, marshalling areas/customs.
Define transportation network to and from APOD, to include capacities, distances, condition, choke points, and threats.	All modes (roads, air, rail).
Execute sub-contracts.	Pre-planned and/or new. PCO approval.



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ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP (A/DACG)	
ITEM	COMMENTS
Activate A/DACG.	
Receive and validate airlift requests.	With MCC/ALCE
Coordinate theater airlift schedule.	With MCC/ALCE
Submit transportation support requirements to appropriate US/HN agencies.	Onward movement. With MCC.
Initiate allocation of transportation assets to operational requirements.	
Identify qualified TCN & LN workforce.	
Obtain required vehicles and equipment.	
Hire and train TCN & LN workforce.	Key employees only.
Activate required Air Movement Control Teams.	
Acquire, activate & man operational sites	APOD, Customs, Staging Areas.
Refine, coordinate and implement RSO&I plan.	Plan, route, schedule, and control in-theater common-user assets.
Establish and maintain coordination with ITOs and MCC.	
Identify and deconflict air movement priorities.	With MCC/ALCE
Validate air flow plans, air shipments, and movement requirements.	With MCC/ALCE
Monitor theater airlift requirements.	
Plan, route, schedule & control in-theater air assets.	
Coordinate availability and use of transportation assets and MHE.	With MCC: buses, trucks for movement of troops and cargo.
Coordinate and monitor APOD processing of hazardous/sensitive cargo.	
Coordinate and monitor contract implementation.	
Establish and maintain in-transit visibility.	
Manage and supervise APOD reception and staging.	With MCC/ALCE
Monitor onward movement and integration from APOD.	With MCC/ITOs
Submit changes to airlift movement requirements and priorities.	In coordination with supported force.
Coordinate aeromedical evacuation missions.	
Plan, coordinate, and supervise retrograde (APOE) operations.	
Prepare and coordinate augmentation plans to facilitate expansion of APOD operations.	
Sustainment (Maturation) Phase	
Continue/expand A/DACG activities/operations, as required.	
Procure additional personnel, vehicles, equipment, and/or facilities, as required.	



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ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP (A/DACG)	
ITEM	COMMENTS
Manage and coordinate resources utilization/reallocation to meet evolving requirements.	With MCC and HN Government/commercial entities.
Assure periodic inspections/assessments.	Security, fire and safety at a minimum.
Conduct periodic training.	As required.
Review APOD/E operations for efficiency, cost effectiveness and responsiveness.	Improve operation and make ideas available throughout the EVENT site.
Conduct projections for support requirements.	Focus on new requirements or changes in operations.
Provide Commander and key staff with reviews.	As required.
Review IOP in light of current operations.	Revise as appropriate.
Initiate redeployment planning and coordination.	
Procure washing equipment to meet customs requirements at APOD.	Water/steam hoses/equipment, stands.
Review/revise plans for time-phased redeployment air flow of supported force.	Contractor and military requirements.
Review/revise Demobilization Plan and adjust for current situation.	
Redeployment Phase	
Begin redeployment operations/demobilization.	
Ensure compliance with HN/US customs requirements.	
Return facilities to HN. End of operations	



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**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

SECTION 3. Sea Port of Debarkation (SPOD).

SEA PORT OF DEBARKATION (SPOD)	
ITEM	COMMENTS
Pre-deployment Phase	
Receive Initial Force List, nature of mission, and EVENT location.	Determine number of personnel & type units to be supported/deployed by sea.
Identify SPOD supervisors and key personnel.	
Identify key participants/responsibilities and establish coordination channels/POCs.	MCC, MTMC, MSC, HN Customs.
Conduct mission analysis; determine options for mission accomplishment and resources required	Evaluate ability to support with local/regional resources using LOGCAP Database
Identify mission requirements (personnel, equipment, facilities).	
Identify and determine SPOD capabilities.	With MTMC.
Determine ship types, pax & cargo, and final destinations.	For contractor and supported force.
Identify HN customs, immigration, and clearance requirements.	Laws, permits, regulations.
Identify sea transportation modes & sources.	Type/capacity/quantity of vessels.
Determine SPOD location, throughput capabilities.	Coordinate with MTMC.
Identify SPOD ship flow, arrival schedules, and duration of offloads.	Coordinate with MTMC.
Develop and coordinate SPOD clearing plan.	With MCC.
Identify Government required Reports and Records	
Review IOP and tailor accordingly.	
Coordinate with MCC counterparts.	LSE, MTMC
Deployment Phase	
Deploy SPOD Managers w/1 st Increment.	Interface with CPIT.
Integrate with Team LOGCAP	Interface with MCC
Deploy essential initial equipment and supplies.	
Establish coordination with U.S., HN counterparts.	Interface with Country Team, local vendors/contractors, HN Government agencies.
Verify POCs/roles & responsibilities.	
Confirm operational sites & capabilities.	Including SPOD/Base Camps/staging, marshalling areas/customs.
Define transportation network to and from SPOD, to include capacities, distances, condition, choke points, and threats.	All modes (roads, air, rail, waterways).
Execute sub-contracts.	Pre-planned and/or new, PCO approval.
Activate SPOD.	



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SEA PORT OF DEBARKATION (SPOD)	
ITEM	COMMENTS
Receive and validate sealift requests.	With MCC/MTMC
Coordinate theater sealift schedule.	With MCC/MTMC
Submit transportation support requirements to appropriate US/HN agencies.	Onward movement. With MCC.
Initiate allocation of transportation assets to operational requirements.	
Identify qualified TCN & LN workforce.	
Obtain required vehicles, equipment, and MHE.	
Hire and train TCN & LN workforce.	Key employees only.
Activate required Port Movement Control Teams.	
Acquire, activate & man operational sites	SPOD, Customs, Staging Areas.
Refine, coordinate and implement RSO&I plan.	With MCC.
Establish and maintain coordination with ITOs and MCC.	
Identify and deconflict sea movement priorities.	With MCC/MTMC
Validate ship flow plans, sea shipments, and movement requirements.	With MCC/MTMC
Monitor theater sealift requirements.	
Plan, route, schedule & control in-theater ship assets.	
Coordinate availability and use of transportation assets and MHE.	With MCC: buses, trucks for movement of troops and cargo.
Coordinate and monitor SPOD processing of hazardous/sensitive cargo.	
Coordinate and monitor contract implementation.	
Establish and maintain in-transit visibility.	
Manage and supervise SPOD reception and staging.	With MCC/MTMC
Monitor onward movement and integration from SPOD.	With MCC/ITOs
Submit changes to sealift movement requirements and priorities.	In coordination with supported force.
Coordinate retrograde (SPOE) operations.	
Prepare augmentation plans to facilitate expansion of SPOD operations.	
Sustainment (Maturation) Phase	
Continue/expand SPOD activities/ operations, as required.	
Procure additional personnel, vehicles, equipment, and/or facilities, as required.	



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SEA PORT OF DEBARKATION (SPOD)	
ITEM	COMMENTS
Manage and coordinate resources utilization/reallocation to meet evolving requirements.	With MCC and HN Government/commercial entities.
Assure periodic inspections/assessments.	Security, fire and safety at a minimum.
Conduct periodic training.	As required.
Review SPOD/E operations for efficiency, cost effectiveness and responsiveness.	Improve operation and make ideas available throughout the EVENT site.
Conduct projections for support requirements.	Focus on new requirements or changes in operations.
Provide Commander and key staff with reviews.	As required.
Review IOP in light of current operations.	Revise as appropriate.
Initiate redeployment planning.	
Procure washing equipment to meet customs requirements at SPOD.	Water/steam hoses, stands.
Review/revise plans for time-phased redeployment ship flow of supported force.	Contractor and military requirements.
Review/revise Demobilization Plan and adjust for current situation.	
Redeployment Phase	
Begin redeployment operations/demobilization.	
Ensure compliance with HN/US customs requirements.	
Return facilities to HN. End of operations	



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SECTION 4. Installation Transportation Office (ITO).

INSTALLATION TRANSPORTATION OFFICE (ITO)	
ITEM	COMMENTS
Pre-deployment Phase	
Receive Initial Force List, nature of mission, and EVENT location.	Determine number of personnel & type units to be supported
Identify ITO supervisors and key personnel.	To include TMP and Terminal Warehouse.
Identify key participants/responsibilities and establish coordination channels/POCs.	Base Camp Commander, Local HN authorities.
Conduct mission analysis; determine options for mission accomplishment and resources required	Evaluate ability to support with local/regional resources using LOGCAP Database
Identify mission requirements (personnel, equipment, facilities).	
Determine LOC/POD/Camps/road infrastructure and capabilities.	For contractor and supported force.
Identify HN requirements pertaining to transportation operations.	Laws, permits, regulations.
Identify HN customs & border crossing procedures and regulations	
Determine ITO mission requirements.	
Identify Base Camps/road network locations and capabilities.	For contractor and supported force.
Determine transportation resources required.	Use ANNEX S
Coordinate RSO&I procedures/traffic flow with MCC.	
Define ITO organization (manpower, vehicles, and equipment).	Per each Base Camp (RSA/FSA)
Identify tentative ITO facility locations at Base Camps.	Review physical requirements for TMP, Terminal Warehouse.
Review IOP and tailor accordingly.	
Review HN pertinent transportation rules, regulations and requirements.	
Review STAMIS requirements and confirm what will be Government. Furnished.	Adjust IOP as necessary.
Begin records management.	
Select key personnel (managers/operators, as required).	Confirm deployment schedule & HR requirements.
Ensure availability of required forms, licenses, permits, and documentation.	
Deploy Advance Team to EVENT Site.	Includes communications package.
Coordinate with Team LOGCAP counterparts.	
Deployment Phase	
Deploy ITO Managers w/1 st Increment.	Interface with CPIT.
Integrate with Team LOGCAP	Interface with LSE.
Deploy essential initial equipment and	



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INSTALLATION TRANSPORTATION OFFICE (ITO)	
ITEM	COMMENTS
supplies.	
Identify POCs and establish liaison with U.S./HN counterparts.	Interface with Base Camp Commanders, local vendors/contractors, HN Government agencies.
Confirm and identify actual ITO facilities.	Interface with MCC, LSE.
Determine capabilities of ITO facilities.	
Identify road network/MSR/S/POD layout, distances, and capabilities.	Interface with MCC, HN.
Identify and hire qualified TCN & LN workforce.	
Activate ITO office.	Per each Base Camp (FSA/RSA).
Identify and procure vehicles, supplies, and equipment, as required.	Per each Base Camp (RSA/FSA).
Submit transportation requests/ requirements to appropriate US/HN agencies.	Interface with MCC/Supported Force.
Initiate allocation of transportation assets to operational requirements.	Per each Base Camp (RSA/FSA).
Identify qualified TCN & LN workforce.	
Obtain required vehicles and equipment.	Per each Base Camp (RSA/FSA).
Hire and train TCN & LN workforce.	Key employees only.
Acquire, activate & man operational sites	TMP, Terminal Warehouse, per each Base Camp.
Refine, coordinate and implement RSO&I plan.	Interface with MCC. Plan, route, schedule, and control TMP assets.
Support initial contractor force.	Per each Base Camp (RSA/FSA).
Activate in-country status & report system.	Tie into MCC communications network.
Coordinate unit movement data/plans with MCC/HN/Supported Force.	
Establish and activate the TMP and Terminal Warehouse.	Per each Base Camp (RSA/FSA).
Manage TMP fleet and ensure its operational effectiveness.	
Establish and maintain property book accountability through standard Property Book System Redesign (SPBS-R).	In accordance with the IOP as amended.
Establish and maintain coordination with MCC and other ITOs.	
Identify and deconflict inland movement priorities.	
Validate shipments/movement requirements.	Per each Base Camp (RSA/FSA)
Plan, route, schedule & control TMP assets.	Per each Base Camp (RSA/FSA).
Maintain inventory control of assigned vehicles.	
Obtain, issue, and account for toll tickets and credit cards.	



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INSTALLATION TRANSPORTATION OFFICE (ITO)	
ITEM	COMMENTS
Coordinate and monitor inland container operations and management.	In coordination with MCC.
Coordinate and monitor contract implementation.	TMP vehicle and equipment fleet.
Establish and maintain in-transit visibility.	
Monitor and coordinate port reception, and staging.	Interface with MCC, APOD, and SPOD.
Supervise and monitor in-country onward movement and integration, and retrograde operations.	To and from PODs and Base Camps.
Plan, coordinate, and supervise movement services for the Installation.	Per each Base Camp (RSA/FSA).
Prepare, coordinate, and supervise convoy planning and movements.	Per each Base Camp (RSA/FSA).
Coordinate and supervise movement of freight, personal property, and designated individuals.	Sensitive items, VIPs, dependents.
Coordinate and supervise inspections of inbound/outbound shipments and commercial carrier facilities, equipment, and services.	
Supervise port call office/operations.	
Coordinate actions on overages, shortages, and damages on inbound shipments.	With Transportation and Movements Branch.
Prepare and process documentation for shipment and receipt of inbound/outbound freight.	
Initiate tracer actions and discrepancy in shipment reports, as required.	
Issue, review, and obtain bills of lading.	Commercial and Government.
Prepare and issue transportation requests, local payment of airlines, port call requests, and meal tickets.	
Issue receipts for and cancel unused transportation requests, meal tickets, and commercial carrier tickets.	
Arrange for vehicle rental for authorized personnel.	
Prepare augmentation plans to facilitate expansion of ITO/TMP operations.	
Verify local support POCs.	Local vendors and contractors.
Establish training and validation program.	Vehicle and equipment operators.
Sustainment (Maturation) Phase	
Expand Deployment Phase activities/operations, as required.	
Procure additional personnel, vehicles, equipment, and/or facilities, as required.	
Validate personnel, equipment and supply	Continually – collectively and individually.



**Logistics Civil Augmentation Program (LOGCAP)
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INSTALLATION TRANSPORTATION OFFICE (ITO)	
ITEM	COMMENTS
security and accountability.	
Key managers conduct periodic reviews of operations.	Maintain accountability
Managers conduct periodic reviews of subordinates' performance.	Performance reviews documented as per IOP.
Assure periodic inspections/assessments.	Security, fire and safety at minimum.
Conduct periodic training.	As required.
Review operations for efficiency, cost effectiveness and responsiveness.	Improve operation and make ideas available throughout the EVENT site.
Conduct projections for support requirements.	Focus on new requirements or changes in operations.
Review IOP in light of current operations.	Revise as appropriate.
Initiate redeployment planning.	Interface with MCC and Supported Force.
Project seasonal requirements.	Snow clearing vehicles, recovery vehicles.
Review plans for time-phased support of force.	Contractor and military requirements.
Review Demobilization Plan and adjust for actual situation.	
Redeployment Phase	
Begin retrograde operations/demobilization.	
Provide for consolidated operations during draw down of the force.	
Begin demobilization.	



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TAB C (ENGINEERING/CONSTRUCTION/ENGINEERING SERVICES) to APPENDIX 1 (LOGCAP PLANNING CHECKLISTS) to ANNEX N (INTERNAL OPERATING PROCEDURES) for LOGCAP CSP

1. GENERAL: The following checklist provides the user with a list of questions and/or key events that must be considered during pre-deployment, deployment, maturation (sustainment), and redeployment. Because of varying factors that include size of force, composition of force, mission, location of EVENT, climatic conditions, geo-political and cultural conditions, timeline and length of mission, and contractor constraints, the following checklist should be used as a starting point for planning and execution. As specifics are developed or provided, the checklist must be modified by the user to reflect the actual requirements.

2. MISSION: On order, provide engineering/construction services that include: design and engineering; construction and construction management; bed-down and facilities construction; other construction engineering services (Infrastructure repair and construction, road repair and construction, bridge repair and construction, rail line repair and construction, runway repair and construction, port repair and construction, pipeline repair and construction, and walkway repair and construction); repair and upgrade of utilities for fixed facilities; and power generation.

ENGINEERING/CONSTRUCTION AND ENGINEERING SERVICES	
ITEM	COMMENTS
Pre-deployment Phase	
Confirm design & construction requirements. Also confirm the extent of planned use of local utilities.	Review Initial Standard and climatic condition requirements.
Determine construction materials and substitutes list.	Obtain approvals as required.
Determine price and availability of materials.	
Determine availability of equipment.	Equipment availability dates are critical.
Identify Engineering Services Division Manager and other key personnel.	Engineering Services Division Manager works for the PM LOGCAP.
Determine optimum number of Engineering Services Division personnel required based on LOGCAP EVENT mission intensity and flow of personnel and equipment.	
Determine capability/availability of engineering and construction support in the AOR.	Evaluate ability to support from in-country/in-region.
Determine maintenance support required.	For specialized construction equipment.
Determine POL & Class IX support requirements.	For specialized construction equipment.
Deployment Phase	
Deploy Engineering Services Division personnel.	Monitor hire of LN/TCN Workforce.
Assure deployment of maintenance, life support and equipment support packages.	Be able to support earliest deploying element.
Deploy equipment and Class IV materials.	
Initial Engineering and Construction capability must be in place NLT + 7 and conducted IAW Appendix 3 to ANNEX L.	Construction begins at Rear and seven Forward Camps.
Assure that maintenance support is in place and	



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

ENGINEERING/ CONSTRUCTION AND ENGINEERING SERVICES	
ITEM	COMMENTS
coordinated.	
Maturation (Sustainment) Phase	
Identify Engineering and Construction projects that will be required to sustain the force.	Provide interface with camp command and administration elements. Follow-on tasks must be approved by the PCO/ACO.
Identify seasonal or climatic requirements for increased Engineering and Construction services.	
Redeployment Phase	
Identify Engineering and Construction issues – special construction such as wash racks and fencing to facilitate redeployment.	

Engineering and engineering services operations are organized and managed by functional areas. Detailed Engineering/Engineering Services checklists are included in this Tab as follows:

SECTION 1. Installation Services.

1. MISSION: As directed, provide: real estate acquisition assistance; facilities maintenance for horizontal and vertical facilities; operation, maintenance and repair of utilities; sewage and waste disposal; Hazardous Materials/Waste Management; Director of Public Works functions such as latrine maintenance and sewage collection/disposal, space management and master planning, road and hardstand maintenance, insect/pest and rodent control, HVAC maintenance and repair; and design/construct and operate billeting facilities.

INSTALLATION SERVICES	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Engineering Services Division Manager and other key personnel.	Engineering Services Division Manager reports to EVENT Project Manager.
Include Engineer representatives in BRS EVENT Operations Center (EOC) upon activation to plan/determine Installation Services requirements.	IAW LOGCAP CSP, Installation Services includes, but not limited to: Real Estate Acquisition; Facility Maintenance; Fire Protection; Pest Management; Utilities Operations and Maintenance; Sewage, Waste and Hazardous Materiel Disposal; and Billeting.
Deploy BRS Real Estate Team to EVENT area.	Accomplish site/environmental surveys for potential operational sites.
Coordinate with Corps of Engineers Real Estate Team for procuring facilities/land.	
Determine availability of: Force Provider modules; GP Medium tentage; Refuse Collection Equipment?	
CONOPS requires development of Facilities and Utilities Maintenance Plans: -Recurring Maintenance Action Plan	RMAP will include inspection checklists and recurring maintenance checklist for each type of facility. RMAP & ERAP must be



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INSTALLATION SERVICES	
ITEM	COMMENTS
(RMAP): -Emergency Repair Action Plan (ERAP); -Minor Construction/Renovation Action Plan; and -Equipment List with Spares Kit and Resupply Capability.	approved by ACO/PCO. See Tab B/Appendix 7/Annex L for detailed requirements for each plan.
BRS must submit a Health and Safety Plan to PCO/ACO for approval.	
Develop Environmental and Hazardous Materiel Plan. BRS will provide sewage and waste disposal.	To be developed from the comprehensive Hazardous Materials/Waste Management Plan. See Tab D/App 7/Annex L.
Develop Quality Control checklists in consonance with BRS Quality Control Plan.	
Deployment Phase	
Deploy Engineer Services Division personnel.	Phase in hire of LN/TCN workforce.
Contract for facilities not provided by U. S. government ICW Corps of Engineers Real Estate Team.	
Design, construct, operate and maintain a sewage and waste disposal facility.	
Provide facilities maintenance IAW above CONOPS required plans.	Be prepared to provide 24-hour standby response capability for emergency repair of facilities.
Perform Army Installation Director of Public Works functions as directed.	See para 3a.(5) and 3b of Tab B to Appendix 7 to Annex L.
Provide transit camp (Comfort Station) facilities to support (per day): 400 personnel at APOD, 250 personnel at secondary APOD, and 50 personnel at SPOD.	Required at S+1.
Maturation (Sustainment) Phase	
Perform detailed maintenance on facilities (to include tents, latrines, sewage and cesspools, showers, kitchen and laundries, portable buildings, roads, parking areas and grounds, and instant buildings) and provide services (fire protection and pest management) as directed/when required.	See Enclosures 1-10 to Tab B to Appendix 7 to Annex L.
Provide Billeting Services as directed.	See Tab F/Appendix 7/Annex L.
Assure at least two employees are trained and prepared to certify air/sea shipment of hazardous materials/waste IAW USDOT requirements.	
Establish communication between Engineering Services Division Manager and each Base Camp supported Force Commander.	Engineering Services Manager provides information for periodic reviews for ACO/PCO, BRS PM and supported Commander/key staff.
Engineering Services Manager to host weekly	



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INSTALLATION SERVICES	
ITEM	COMMENTS
Facilities Review Board with Base Camp Commander and ACO/PCO representatives.	
Redeployment Phase	
Review Demobilization Plan and adjust for current situation.	
Consolidate operations during draw-down of supported force.	
Terminate lease agreements and return leased property to land-owners.	
Begin demobilization.	



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**TAB D (FIELD SERVICES) to APPENDIX 1 (LOGCAP PLANNING CHECKLISTS) to
ANNEX N (INTERNAL OPERATING PROCEDURES) for LOGCAP CSP**

GENERAL: The following checklist provides the user with a list of questions and/or key events that must be considered during pre-deployment, deployment, maturation (sustainment), and redeployment. Because of varying factors that include: size of force, composition of force, mission, location of EVENT, climatic conditions, geo-political and cultural conditions, timeline and length of mission, and contractor constraints, the following checklist should be used as a starting point for planning and execution. As specifics are developed or provided, the checklist must be modified by the user to reflect the actual requirements.

ITEM	COMMENTS
Pre-deployment Phase	
Identify Field Services Manager and other key personnel. Services Branch Manager reports to Manager, Logistics Operations Division. Field Services Supervisors to be located in RSA and each FSA.	Logistics Operations Division Manager deploys with BRS Advance Team; advises Advance Team Leader of actions, schedules and resources necessary to provide field service operations. Services Manager to assume on site responsibility within two weeks.
Develop operating procedures for: Laundry, Clothing Exchange & Repair, Bath, Food Service, Water Purification, Mortuary Affairs.	Detailed Analysis at: Section 1. Section 2. Section 3. Section 4. Section 5.
Determine critical supplies and stockage levels necessary to support each Field Service provided.	Evaluate ability to support from in-country or in-region. Determine domestic sources.
Deployment Phase	
Deploy Field Service personnel.	Monitor hire of LN/TCN Workforce.
Services Manager and Supervisors make contact with counterparts in supported Force.	Confirm location of Field Service operations; establish interim Field Service operations.
Maturation (Sustainment) Phase	
Establish dialog between Services Supervisor at each Base and Services Manager, and between each Base and supported Force Commander.	Field Service Supervisors are OPCON to Services Manager but report to respective Base Manager for admin and logistics.
Field Services Manager reports directly to the Logistics Operations Division Manager.	Support Log Operations Division Manager with information to support periodic reviews for ACO/PCO, BRSPM and supported Commander/key staff.
Redeployment Phase	
Begin demobilization.	

Field Services operations are organized and managed by functional areas. Detailed Field Services checklists are included in this Tab as follows:

Section 1	Laundry, Clothing Exchange, and Repair	pg 3
Section 2	Bath	pg 5
Section 3	Food Service	pg 7
Section 4	Water Purification	pg 10



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Section 5 Mortuary Affairs

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**Logistics Civil Augmentation Program (LOGCAP)
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SECTION 1. Laundry, Clothing Exchange & Repair

LAUNDRY, CLOTHING EXCHANGE & REPAIR	
ITEM	COMMENTS
Pre-deployment Phase	
Identify key personnel.	Laundry Plant Supervisor reports to Laundry and Bath Services Manager.
Coordinate with ACO to determine availability of GFE/GFM.	Startup items to operate Direct Exchange program required from AMC.
Develop operating procedures.	Establish procedures for: receiving, marking, and classifying laundry to ensure proper processing and accountability; direct exchange of organizational items (sleeping bags, sheets, pillowcases and blankets); repair of organizational items with rips less than two inches; and repair of individual clothing damaged in BRS custody.
Develop plan for distribution of potable water from water supply source to Laundry point.	Army doctrine requires potable water to be used in an arid environment.
Develop waste water disposal plan.	Ideal situation would be to dispose of through the use of the local approved sewage system. Must check with local environmental engineers before discharging waste water onto the ground.
Deployment Phase	
Determine operational locations; establish optimum requirements for site selection.	One at each support base? Or Pick Up Points (PUPs) at Support Bases supported by central Laundry Plant?
Identify ancillary requirements, determine local availability of soaps, hangers, etc..	
Deploy Laundry personnel.	Supervise hire of LN/TCN workforce.
Maturation (Sustainment) Phase	
Units deliver and pickup individual bundles on a 72 hour turnaround twice weekly to a designated turn in point.	Laundry will not be delivered unless directed by the PCO/ACO; all laundry will be fluff dried and folded-no ironing or hanging service provided.
Priority of Laundry support is: Medical Treatment Facilities; Military/Work Uniforms; Organizational Property; Civilian Clothing.	
Prior to mission operations, a Maintenance Plan must be submitted to ACO/PCO outlining Level-10 maintenance on equipment.	



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LAUNDRY, CLOTHING EXCHANGE & REPAIR	
ITEM	COMMENTS
Redeployment Phase	
Transfer, redistribute or dispose of supplies and equipment.	As required.
Remove/turnover facilities.	As required.



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SECTION 2. Bath.

BATH	
ITEM	COMMENTS
Pre-Deployment Phase	
Identify key personnel.	Bathing Facility Supervisor reports to Laundry and Bath Services Manager.
Determine number of personnel to be supported and number of shower points/shaving stands required per FSA/RSA.	One showerhead per 20 persons supported; assembled in modules of 12 showers/shaving stands per 240 person supported.
Verify degree of service (i.e., frequency of showers/person) to be provided: one ten minute shower/person/day. Facilities to be located in close proximity to troop billeting.	Requirement to be operational 24 hrs per day/7 days per week. Degree of Service to be provided to be influenced by situation, stability of operation, climate, materials available, cost.
Determine most cost effective approach/operation and submit recommendation to PCO/ACO for approval prior to execution.	Possible options include: -contracting in local area (sports centers, swimming pools, etc.) but transportation and availability considerations; -Availability of GFE/M such as modular shower facilities (Force Provider) or mobile shower sections of a Field Service Company.
Develop operating procedures.	Establish procedures for proper operation, facility cleaning and assuring continuous supplies at the shower point.
Develop plan for distribution of potable water from water supply source to Shower point.	Army doctrine requires potable water to be used in an arid environment.
Develop waste water disposal plan.	Ideal situation would be to dispose of through the use of the local approved sewage system. Must check with local environmental engineers before discharging waste water onto the ground.
Deployment Phase	
Determine operational locations; establish optimum requirements for site selection.	
Identify ancillary requirements; determine local availability of soaps, towels, shampoo, etc.	Towels, soap and shampoo to be available for supported personnel.
Deploy shower point personnel.	Supervise hire of LN/TCN personnel.
Sustainment (Maturation) Phase	
Shower complex will have separate dressing and shower areas. Each shower stall will have showerheads, side supports, and fabric/plastic shower curtains attached.	
Bathing facilities to be operational 24 hours per day/365 days per year.	Each shower complex to be monitored and served by an on-site porter, 10 hours per day, to ensure proper operation, clean facilities, continuous supplies and towel control.
Prior to mission operations, a Maintenance Plan	



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BATH	
ITEM	COMMENTS
must be submitted to ACO/PCO outlining Level-10 maintenance on equipment.	
Redeployment Phase	
Transfer, redistribute or dispose of supplies and equipment.	As required.
Remove/turnover facilities.	As required.



**Logistics Civil Augmentation Program (LOGCAP)
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SECTION 3. Food Service.

FOOD SERVICE	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Food Service Manager and other key personnel.	Food Service Manager (US) reports to Services Branch Manager. Food Service Supervisors (US) at RSA and FSAs.
Develop food service plan to provide all food service functions: approximately 50 dining facilities for 25,000 person force list--based on Force Provider module = 550 diners per Camp Dining Facility.	Requirement to be operational 24 hours per day/7 days per week. Degree of service provided to be influenced by situation, stability of operation, climate, materials available, cost.
Plan for "A-MRE-A" meal service at Base Camps, APOD, SPOD, etc., as shown on attachment.	See attachment.
Determine local source of supply for 14.5 short tons of ice per day.	If not locally available, BRS must establish an ice plant in close proximity to dining facilities at RSB and each FSB.
Will Government provide Force Provider sets?	If Force Provider is available, BRS will supplement with additional pots, pans, skillets as required; if not available, BRS will provide all equipment and utensils. To be placed in each Dining Facility.
Ice machines provided by Government?	
Determine cost effectiveness of plastic utensils and paper products verses use of dishware and dishwashing.	
Develop plan for distribution of potable water from water supply source to Dining Facilities.	If potable water not available locally, BRS: -must provide equipment capable of producing 3,000 gallons of potable water per hour for food service operations, human consumption, laundry and showers. -will store 3 days of supply of bulk water in bladders near dining facility at each FSB. -will maintain bottled water in reserve at: TISA @RSB (4 DOS); each dining facility @FSBs (3 DOS).
Develop waste water disposal plan.	Ideal situation would be to dispose of thru the use of the local approved sewage system. Must check with local environmental engineers before discharging waste water onto the ground.
Develop Dining Facility Sanitation inspection plan.	
Deployment Phase	
Determine operational locations; establish optimum requirements for site selection.	Must include garbage and refuse disposal.



**Logistics Civil Augmentation Program (LOGCAP)
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FOOD SERVICE	
ITEM	COMMENTS
Advance Team to determine availability of and contract for: <ul style="list-style-type: none"> - local fresh fruits and vegetables, bakery items, and other perishable and non-perishable foodstuffs; - garbage and trash disposal. 	If bakery not locally available, BRS will establish a centrally located bakery and provide daily delivery to each Camp Dining Facility.
Initial meals may consist entirely of canned, dehydrated or dried foodstuffs until a regular replenishment cycle and a stabilized/accurate headcount projection can be established.	See attachment; goal is to feed 2 "A" Ration meals per day or as directed by ACP/PCO.
Deploy Food Service personnel.	Supervise hire of LN/TCN personnel.
"On or about S-Day participate with the ACO or AMC Team LOGCAP in a joint opening physical inventory" to be certified by both the Government and BRS.	
Maturation (Sustainment) Phase	
Provide "A-MRE-A" food service support for the locations and troop strength shown on the attachment.	See attachment. Supported customers not consuming noon meals at Camp Dining Facilities will draw MRE at Breakfast meal.
Each Base Camp Dining Facility will maintain a maximum of 3 DOS of Class I.	Foodstuffs will be delivered from TISA on a 2-2-3 day Delivery Schedule. On hand inventory at a Dining Facility will not exceed one issue cycle plus one day's rations.
Conduct required inventories.	Month end inventory following the evening meal on last day of the month; other inventories as specified by the ACO.
Conduct Monthly Advisory Council Meeting IAW para 6-4, AR 30-1.	BRS LOGCAP Food Service Manager will conduct as a nonvoting member; minutes to be distributed to each Camp Dining Facility, the ACO, and AMC Team LOGCAP.
Plan menus IAW AR 30-1, para 6-5.	Be prepared to provide short order meals, fitness meals, box lunches, specialty meals and hospital patient meals as directed by ACO/PCO.
Train new employees and provide semiannual refresher training on the principles of nutrition and weight control.	
Prior to mission operations, a Maintenance Plan must be submitted to ACO/PCO outlining Level-10 maintenance on equipment.	
Repoyment Phase	
Transfer, redistribute or dispose of supplies and equipment.	As required.
Remove/turnover facilities.	As required.



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

ATTACHMENT

FOOD SERVICE SUPPORT

LOCATION	TYPE OPERATION	NUMBER OF PERSONNEL
RSA SPOD	Comfort Station (S+1-16)	50/day
RSA APOD	Comfort Station (S+1-16)	120/day
RSA APOD-S	Comfort Station (S+1-16)	250/day
Medical Facility	Patient Support	20/day
1 RSA Base Camp	Dining Facility	0-4000 (550/Dining Facility)
7 FSA Base Camps	Dining Facilities	Up to 3000 @ S+15



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

SECTION 4. Water Purification.

WATER PURIFICATION	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Key personnel.	Water Point Supervisor reports to Field Services Manager.
Develop water storage and distribution plan based on absolute requirement to provide 20 gallons of potable water per person per day.	Determine storage/production capacity required, and number of water points/amount of distribution capability required.
Assume municipal water not available; determine source of water supply--fresh or salt water? If not locally available, BRS Advance Team will determine regional availability.	If not available locally or regionally, BRS to establish a production facility with equipment capable of producing 3,000 gallons of potable water per hour for food service operations, human consumption, laundry and showers.
Advance Team to determine availability of municipal potable water and if available, negotiate contracts for production and delivery.	BRS to determine cost effectiveness of: -Bottled Water; -Commercial contract; -BRS Purification; -Digging wells.
Develop plan for distribution of potable water from water supply source to Dining Facilities.	If potable water not available locally, BRS: -will store 3 days of supply of bulk water in bladders near dining facilities at each FSB. -will maintain bottled water in reserve at: TISA @RSB (4 DOS); each dining facility @ FSBs (3 DOS).
Deployment Phase	
Determine operational locations; establish optimum requirements for site selection.	
Advance Team to determine availability of and contract for potable water and distribution.	
Initial capability may be bottled water until BRS can have contracts in place or establish a production facility.	Determine cost effectiveness of water purification equipment (ROWPU or GBI-3000 Series WPU) for supported site based on salt or fresh water source--procure required equipment.
Deploy Water Purification/Distribution personnel.	Supervise hire of LN/TCN personnel.
Maturation (Sustainment) Phase	
Provide 20 gallons of potable water per person per day.	Goal: construction of water production and distribution systems to be completed in RSA and each FSA; water to be produced from wells or ROWPU (if not connected to municipal water source), stored in bladders, and distributed to all water points by pressurized, underground pipes.
Develop distribution and equipment maintenance schedules while maintaining distribution capability	



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CONTINGENCY SUPPORT PLAN**

WATER PURIFICATION	
ITEM	COMMENTS
20 hours per day.	
Distribute (via truck?) potable water needed for dining, laundry, and bath facilities from sources to LOGCAP Water Points until production/distribution systems are operational.	Water truck available locally, GFE or procured by BRS? Storage capability at each water point must be at least a 12 hour supply.
Conduct required routine daily tests.	Report test results to Preventive Medicine Section using DA Form 1715-R; copy to BRS PM and Quality Control Manager.
Provide required reports using DA Forms 1716-R and 1717-R.	Submitted to Quality Control Office.
Prior to mission operations, a Maintenance Plan must be submitted to ACO/PCO outlining Level-10 maintenance on equipment.	
Redeployment Phase	
Transfer, redistribute or dispose of supplies and equipment.	As supported Forces redeploy, water purification facilities will be shut down or turned over to Government or local authorities.
Ensure sufficient bottled water is available for close out operations.	
Remove/turnover facilities.	As required.



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

SECTION 5. Mortuary Affairs.

MORTUARY AFFAIRS	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Key personnel.	Mortuary Supervisor reports to Field Services Manager.
Develop critical supplies list.	Receive estimated causality projections.
Advance Team to determine availability of facilities and if available, negotiate contracts for use. If not available, plan to construct an acceptable temporary facility.	Advance Team will investigate facilities available through donation, lease, or purchase.
Refine the process and procedures found in the IOP.	
Deployment Phase	
Determine operational locations; establish optimum requirements for site selection.	
Advance Team to determine availability site.	
Local firms will be screened to assist.	
Maturation (Sustainment) Phase	
Provide mortuary affairs support as directed.	Provide the capability to identify remains, clean and prepare remains (only U.S. citizens will work on U.S. remains).
Non-U.S. remains will be separated and returned to the Host Nation as directed.	
All required forms and documentation will be provided in an accurate and timely manner.	
Transportation of remains will be preformed as expeditiously as possible.	Coordinate with Host Nation and transportation to be close.
Custody of remains and personal effects will be done IAW with regulations.	
Redeployment Phase	
Transfer, redistribute or dispose of supplies and equipment.	As supported Forces redeploy, the mortuary affairs function will diminish.



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TAB E (MAINTENANCE) to APPENDIX 1 (LOGCAP PLANNING CHECKLISTS) to ANNEX N (INTERNAL OPERATING PROCEDURES) for LOGCAP CSP

1. GENERAL: The following checklist provides the user with a list of questions and/or key events that must be considered during pre-deployment, deployment, maturation (sustainment), and redeployment. Because of varying factors that include: size of force, composition of force, mission, location of EVENT, climatic conditions, geo-political and cultural conditions, timeline and length of mission, and contractor constraints, the following checklist should be used as a starting point for planning and execution. As specifics are developed or provided, the checklist must be modified by the user to reflect the actual requirements.

2. MISSION: On order of the PCO, provide Unit, Direct Support, General Support, and Aviation Intermediate Support Maintenance for all tactical and commercial equipment deployed to execute a LOGCAP EVENT. See attachment for Concept of Operations to include type maintenance, contractor capability by location and priority of maintenance support.

MAINTENANCE	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Materiel Maintenance Branch Manager and other key personnel.	Materiel Maintenance Branch Manager works for the Manager, Logistics Operations Division.
Determine critical supplies and Class IX ASL stockage levels; identify in-country repair parts sources for equipment supported.	Coordinate with Supply branch for visibility of ASLs. Evaluate ability to support with contract maintenance in AOR.
Assure lease agreements specify who maintains leased equipment; if BRS, lease must include provisioning of all Technical Manuals, Forms and initial issue repair parts.	
Develop Equipment Calibration Plan; program to be implemented for all GFE/CFE purchased for the LOGCAP EVENT--calibration not required for leased equipment unless required by lease agreement.	How provided? By BRS Calibration Section? Subcontracted to a local test and repair facility? Returned to CONUS?
Plan for AOAP at each Base Camp.	Develop plan for AOAP. AOAP/Fuel Lab part of BRS? Subcontracted to a local certified petroleum lab? Returned to CONUS for processing?
Prepare Quality Control checklists in consonance with BRS Quality Control Plan.	Continuous process improvement based on Quality Plan.
Deployment Phase	
Deploy Maintenance personnel.	Monitor hire of LN/TCN Workforce.
Plan for/identify facilities for Mission operations.	Assure maintenance facilities, to include electrical and ventilation systems, are ready for initial occupancy/mission operations NLT S+1; completely operational NLT S+16.
Initial Unit maintenance capability to support Contractor equipment required NLT NTP+5.	Requires movement of 50 maintenance Supervisors, Inspectors and Mechanics with



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

MAINTENANCE	
ITEM	COMMENTS
	equipment to EVENT Site to be operational NLT NTP+5.
If directed to perform Unit maintenance for supported Force equipment, deploy UMTs to arrive 5 days prior to supported units.	Requires 3 UMTs per day beginning NTP+11 through NTP+15.
Initial Direct Support (DS) maintenance capability to support Contractor with limited vehicle and engineer equipment support must be in place NLT NTP+10/S-5 and conducted IAW BRS DS Maintenance SOP. Initial DS Maintenance capability for supported Force required NLT NTP +10; fully operational NLT S Day. Includes Automatic Data Processing Equipment (ADPE), Tab D, App 14 to Annex L and Aviation Maintenance, Tab E, App 14 to Annex L.	Requires deployment of 50 maintenance personnel (supervisors, mechanics and inspectors) with equipment to arrive at EVENT Site prior to NTP+10. Assure adequate copies of BRS DS Maintenance SOPs available.
By S Day/NTP+15, organize and deploy MSTs to APOD, APOD-S and SPOD to provide maintenance support to incoming equipment.	
Initial General Support (GS) Maintenance capability required NLT S day.	GS maintenance is in support of supply system.
Confirm location of RSA and FSA Maintenance operations.	
Maintenance Supervisor contacts counterparts in supported Force.	Organize and schedule briefings and orientation visits for all supported units to education them on Materiel Maintenance Branch capabilities.
Assure complete set of maintenance and service manuals for all leased and purchased equipment.	Must have eight sets of Unit and Direct Support level maintenance manuals.
Must establish vehicle recovery capability at all Base Camps.	
Monitor status of arrival of critical supplies/ASLs.	
Maturation (Sustainment) Phase	
Maintenance Supervisor establishes dialog with Log Operations Supervisor and Maintenance Supervisors at each base and with supported Force Commander counterparts at each base.	Customer Service Section to conduct surveys of all customer units and activities to assure best possible support is provided and to identify/correct real or perceived problems.
Assure sufficient repair parts, manuals, tools and test equipment are available to support all tactical, commercial, ADPE, and aviation equipment used by Contractor and supported Force.	
Use and operate Government provided STAMIS to conduct and document all maintenance operations.	SAMS, SARSS, ULLS, etc. ULLS located in Contractor TMP; if Contractor provides organizational maintenance to supported Force.



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MAINTENANCE	
ITEM	COMMENTS
	one ULLS and operator required per Unit Maintenance Team; SAMS1 from Base Camp Maintenance Section to RSB Maintenance Production Control Section; SAMS2 between Maintenance Control Branch and Logistics Operations Center.
Participate in supported Force Materiel Management Reviews (MMRs).	As required.
Materiel Maintenance Branch located at Rear Support Base; subordinate to Manager, Logistics Operations Division; each Base Camp Maintenance Section is subordinate to the Manager of the Forward Support Base.	Support Logistics Operations Manager with information to support periodic reviews for ACO/PCO, BRS PM and supported Commander/key staff.
Redeployment Phase	
Review Demobilization Plan and adjust for current situation.	Review open work orders and parts status to determine if any open work orders will not be completed prior to deployment; if so return to owning unit. Prioritize remaining work to assure completion IAW owning unit redeployment schedule.
Consolidate operations during draw-down of supported force.	Phase to decrease capabilities as the requirements for those capabilities decrease.
Organize Maintenance Support Teams to support retrograde of GFE/CFE being turned over to Government control.	



**Logistics Civil Augmentation Program (LOGCAP)
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TAB F (HEALTH SERVICE SUPPORT) to APPENDIX 1 (LOGCAP PLANNING CHECKLISTS) to ANNEX N (INTERNAL OPERATING PROCEDURES) for LOGCAP CSP

1. GENERAL: The following checklist provides the user with a list of questions and/or key events that must be considered during pre-deployment, deployment, maturation (sustainment), and redeployment. Because of varying factors that include: size of force, composition of force, mission, location of EVENT, climatic conditions, geo-political and cultural conditions, timeline and length of mission, and contractor constraints, the following checklist should be used as a starting point for planning and execution. As specifics are developed or provided, the checklist must be modified by the user to reflect the actual requirements.

HEALTH SERVICE SUPPORT	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Key personnel.	Supervisor, Health Services Section reports to Services Branch Manager unless Hospital is established; then Hospital and Health Services Branch is established with Supervisor reporting to Logistics Operations Division Manager.
Determine sites/facilities for Medical Treatment Facilities (MTF)/Hospital (if included) and evacuation sites.	
Determine extent of Health Service Support.	Include Hospital capability in addition to Medical Evacuation? -Initial Evacuation capability in place NLT NTP+5; completely operational NLT S-Day. -Initial Hospital capability, if required, in place NLT NTP+15; fully functional NLT S+30.
Determine requirement for intra-theater Air Ambulance support; initiate action for standing Air Ambulance Provider inter-theater evacuation capability.	SOW/Plan indicates to be provided by deploying Task Force vice BRS.
Verify ambulance/Ambulance Team requirement. Six Teams required; 2 in RSA; 1 Team (4 total) in each FSA.	Ten Teams required? Determine minimum acceptable vehicle for ambulances. Ambulances GFE? Source of supply for ambulance radios and GPS?
Plan for security of sensitive items and pharmacy.	
Determine Class VIII ASL.	
Prepare Health Services Quality Control checklists in consonance with BRS Quality Control Plan.	
Deployment Phase	
Deploy Health Service personnel. Initial medical support capability required NLT NTP+5; requires movement of 16 supervisor and medical personnel (to include 2 members of Veterinary Services Team) plus ambulances to be onsite NLT NTP+5.	Monitor hire of LN/TCN Workforce.



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

HEALTH SERVICE SUPPORT	
ITEM	COMMENTS
Availability of Medical facilities in Host Country? Adequacy of medical supplies in country?	Contract/construct medical treatment facilities/hospital with required utilities to be ready for occupancy by S Day.
Identify any unique medical maintenance requirements/availability of medical materiel calibration support; availability of repair parts support?	If equipment is to be leased, assure availability of Technical Manuals, forms and initial issue of repair parts. Medical equipment maintenance capability required NLT S+10.
Identify HAZMAT/Biomedical Waste disposal requirements/capability.	
Identify any unique Vector Control requirements/indigenous animals.	
Plan for Ambulance Teams to be collocated in Base Camp motor pools.	
Maturation (Sustainment) Phase	
Establish dialog between Health Services Section Supervisor located in RSA and Field Services Manager and with each Services Supervisor at each base and supported Force Commander.	Health Services Supervisor supports Field Services Manager/Chief Log Operations Division with information for periodic reviews with ACO/PCO, BRS PM and supported Commander/key staff.
Redeployment Phase	
Review Demobilization Plan and adjust for current situation.	Consolidate operations during draw-down of supported force.
Begin demobilization.	



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

TAB G (ADMINISTRATIVE SERVICES) to APPENDIX 1 (LOGCAP PLANNING CHECKLISTS) to ANNEX N (INTERNAL OPERATING PROCEDURES) for LOGCAP CSP

GENERAL: The following checklist provides the user with a list of questions and/or key events that must be considered during pre-deployment, deployment, maturation (sustainment), and redeployment. Because of varying factors that include: size of force, composition of force, mission, location of EVENT, climatic conditions, geo-political and cultural conditions, timeline and length of mission, and contractor constraints, the following checklist should be used as a starting point for planning and execution. As specifics are developed or provided, the checklist must be modified by the user to reflect the actual requirements.

MISSION: On order of the PCO, BRS will provide Personnel Services for the Deployed Force, to include:

Section 1	Personnel Accounting/Strength/Casualty Reporting support	pg 1
Section 2	Morale, Welfare, and Recreational (MWR) Services	pg 3
Section 3	Banking Services	pg 6
Section 4	Postal Services	pg 8

SECTION 1. Personnel Accounting/Strength/Casualty Reporting.

PERSONNEL STRENGTH/CASUALTY REPORTING	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Administrative Services Section Chief and other key personnel.	Chief of Administrative Services Section works for the Personnel Support Section Supervisor.
Coordinate with Government/Deploying Force S1/G1 to determine reporting requirements.	
Determine optimum number of personnel required based on LOGCAP EVENT mission intensity and flow of personnel and equipment.	
Determine computer hardware and software requirement, dedicated LAN/WAN, secure FAX, STU-3, printers, copiers, and workstations.	Evaluate ability to support from in-country/in-region. Determine domestic sources.
Assure lease agreements specify who maintains leased equipment; if BRS, lease must include provisioning of all Technical Manuals, Forms and initial issue repair parts.	
Deployment Phase	
Deploy Administrative Services personnel.	



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

PERSONNEL STRENGTH/CASUALTY REPORTING	
ITEM	COMMENTS
Establish communication with Supported Force counterparts to assure SIDPERS connectivity; and BRS counterparts to assure TAMMIS and MFFIS connectivity.	
Administrative Services Chief makes contact with counterparts in supported Force to assure strength related transactions are submitted on a coordinated schedule.	
Maturation (Sustainment) Phase	
Establish dialog with BRS Supervisors at each base and with supported Force Commander counterparts at each base.	Customer Service Section to conduct surveys of customer units and activities to assure best possible support and to identify/correct real/perceived problems.
Prepare and submit Personnel Status Report IAW AR 600-8-6. PSR must reflect valid data to update databases through all levels to include HQDA.	Determine connectivity between Personnel Accounting and Strength Reporting (PASR) System, Command and Control Strength Reporting System (C2SRS) and SIDPERS.
Process Witness Statement/Casualty Feeder Reports (DA Forms 1155/1156) from units; verify and prepare Casualty Report for approval.	Must be submitted to arrive at PERSCOM within 24 hours of incident.
Redeployment Phase	
Review Demobilization Plan and adjust for current situation.	
Consolidate operations during draw-down of supported force.	Phase to decrease capabilities as the requirements for those capabilities decrease.
Begin demobilization.	



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

SECTION 2. Morale, Welfare, and Recreational (MWR) Services.

MORALE, WELFARE, & RECREATIONAL (MWR) SERVICES	
ITEM	COMMENTS
Pre-deployment Phase	
Receive Initial Force List, nature of mission, and EVENT location.	Determine number of personnel & type units to be supported
Identify MWR supervisors and key personnel.	
Conduct mission analysis; determine options for mission accomplishment and resources required	Evaluate ability to support with local/regional resources using LOGCAP Database
Identify mission requirements (personnel, equipment, facilities).	
Identify Base Camps' infrastructure and capabilities.	For contractor and supported force.
Review, revise and update existing MWR plans and projected resources.	
Identify MWR sources, capabilities, and locations.	
Identify in-country communications compatibility requirements.	Phone, fax, television, computers, electricity.
Determine in-country climatic/weather conditions.	
Identify in-country sites of interest/facilities and their availability.	POC location, address.
Identify Government required Reports and Records	
Review IOP and tailor accordingly.	
Coordinate with Team LOGCAP counterparts.	
Verify adequacy and completeness of initial MWR support packet.	
Deployment Phase	
Deploy MWR Managers w/1 st Increment.	Interface with CPIT.
Integrate with Team LOGCAP	Interface with LSE
Deploy essential initial MWR equipment and supplies.	
Establish coordination with U.S., HN counterparts.	Interface with Country Team, local vendors/contractors, Supported Force.
Verify POCs/roles & responsibilities.	
Confirm operational sites & capabilities.	Base Camps (RSA/FSA).
Identify, hire and train TCN & LN workforce.	Key employees only.
Obtain and activate MWR facilities	
Execute sub-contracts.	Pre-planned and/or new. PCO approval.
Procure (MWR) equipment resources, as required.	Per each Base Camp (RSA/FSA).
Submit transportation support requests.	To Base Camp ITO
Initiate allocation of MWR assets to operational requirements.	



**Logistics Civil Augmentation Program (LOGCAP)
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MORALE, WELFARE, & RECREATIONAL (MWR) SERVICES	
ITEM	COMMENTS
Plan and coordinate MWR marketing and advertising program.	
Establish and maintain MWR maintenance and supply management programs.	
Establish and maintain liaison with AAFES.	Prepare to run AAFES Program, if required.
Establish and maintain coordination with ITOs.	
Develop and manage a non-appropriated fund (NAF).	
Assist in establishing an Armed Forces Professional Entertainment Program Overseas.	
Identify and deconflict MWR support priorities.	
Validate MWR support requirements and tailor to actual needs.	
Plan, schedule & control MWR assets and activities.	
Plan, coordinate and supervise tours and recreational events.	
Coordinate and monitor contract implementation.	
Request input from support Force to improve program.	
Prepare augmentation plans to facilitate expansion of MWR activities/operations.	
Sustainment (Maturation) Phase	
Expand Deployment Phase activities/ operations, as required.	
Procure additional personnel, vehicles, equipment, and/or facilities, as required.	
Validate personnel, equipment and supply security.	Continually – collectively and individually.
Assure periodic inspections/assessments.	Health, fire and safety at minimum.
Conduct periodic training.	As required.
Review selected operations for efficiency, cost effectiveness and responsiveness.	Improve operation and make ideas available throughout the EVENT site.
Conduct projections for support requirements.	Focus on new requirements or changes in operations.
Review IOP in light of current operations.	Revise as appropriate.



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MORALE, WELFARE, & RECREATIONAL (MWR) SERVICES	
ITEM	COMMENTS
Initiate redeployment planning.	
Review plans for time-phased support of force.	Contractor and military requirements.
Review Demobilization Plan and adjust for current situation.	
Redeployment Phase	
Begin retrograde operations/demobilization.	
Reduce personnel/equipment	
Return assets to HN, as required.	
Close facilities.	



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SECTION 3. Banking Services.

MISSION: Provide banking support services for up to 5,000 personnel, including but not limited to: currency storage and exchange, limited check cashing, and Cashier's Checks.

BANKING SERVICES	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Banking Support Officer and other key personnel.	Chief of Banking Support Section (Banking Support Officer) works for the Supervisor of the Personnel Support Section.
BRS Resource Manager will work with local banking institutions to provide banking service.	Must be able to provide payment in both US and local currency. Must be able to make payment to commercial accounts for goods and services through formal contracting procedures and immediate needs of the supported force.
Plan to operate and manage banking facilities at all supported FSA and RSA Base Camps. Must be prepared to operate and provide manual banking services.	BRS banking employees must be certified and bonded. Determine type safes required to secure funds at each FSA and the RSA.
Determine capability to establish and maintain Electronic Data Interchange (EDI) services.	
Develop pay and banking support plan for all BRS US, TCN and LN employees.	Establish procedures for direct deposit to institution of choice for US employees.
Identify facilities required for mission.	Facilities to be collocated with Postal Operations.
Ensure lease agreements specify who maintains leased equipment.	If BRS, lease must include provisioning of all Technical Manuals, forms and initial issue of repair parts.
Establish BRS MIS system requirements.	Intuit Quicken to be used with BRS MIS.
Prepare Quality Control checklists in consonance with BRS Quality Control Plan.	
Deployment Phase	
Deploy Banking support personnel; initial operating fund to support anticipated banking requirements to be established by Day S+1.	Monitor hire of LN/TCN Workforce. Do deploying personnel deploy with US and local currency or is it locally available?
Establish reporting channels with BRS Houston office.	
Confirm location of RSA and FSA Banking operations.	Establish 3 person (US or TCN) Security Team at each decentralized Banking Support Team; provide continuous security for funds in safes or en route from one location to another.
Banking Support Officer makes contact with	Organize and schedule briefings and orientation



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BANKING SERVICES	
ITEM	COMMENTS
counterparts in supported Force.	visits for all supported units to education them on Banking support capabilities.
Maturation (Sustainment) Phase	
Establish dialog with BRS Supervisors at each base and with supported Force Commander counterparts at each base. Arrange for on-call military escort service with supported Commander when amount of cash involved or threat conditions dictate.	Customer Service Section to conduct surveys of all customer units and activities to ensure best possible support is provided and to identify/correct real or perceived problems.
Redeployment Phase	
Review Demobilization Plan and adjust for current situation.	Phase to decrease capabilities as the requirements for those capabilities decrease.
Begin demobilization.	



**Logistics Civil Augmentation Program (LOGCAP)
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SECTION 4. Postal Services.

MISSION: Support the Government operation of an APO by providing, on order of the PCO, Postal Service and Official Mail Support to the deployed force.

POSTAL SERVICES	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Postal Officer and other key personnel.	Chief of Postal Section (Postal Officer) works for the Supervisor, Personnel Support Section.
Clarify mission Receive direction from PCO/ACO.	Determine optimum number of Postal augmentees required based on LOGCAP EVENT mission intensity and flow of personnel and equipment.
Determine equipment required to support Postal Operations: i.e., x-ray equipment, safes, metering equipment, stamp dispensing machines, etc. MHE to support load/offload of mail containers?	Coordinate with USPS for initial stockage of stamps, Postal Money Orders and special forms for Certified Mail.
Develop requirement for BRS to establish a Central Mail Room to receive, sort, and deliver accountable and non-accountable mail from Mail Distribution Points at APOD and Pickup Points in FSAs and RSA.	Connectivity to SIDPERS for individual assignments and unit relocations.
Prepare Quality Control checklists in consonance with BRS Quality Control Plan.	
Deployment Phase	
Deploy Postal Section personnel.	Monitor hire of LN/TCN Workforce.
Plan for/identify facilities for Mission operations; collocate with Banking Facilities when possible.	Coordinate Facility requirements with Engineering Services; determine and assure Security requirements are met.
Coordinate Transportation Services; assure scheduled mail runs between APO and RSA/FSAs.	
Postal Officer produces a mail collection/delivery run schedule; update continuously and provide to each location.	Establish an alternate Delivery and Collection Plan to be implemented during severe weather, hostile action or other activity limiting normal operations.
Postal Officer makes contact with counterparts in supported Force.	Schedule briefings and orientation visits for all supported units to educate them on Postal Section capabilities.
Confirm location of APO, Central Mailroom, and RSA and FSA Mail Distribution/Pickup Points.	
Maturation (Sustainment) Phase	
Maintain continuous dialog with BRS Supervisors at each base and with supported Force Commander counterparts at each base.	Customer Service Section to conduct surveys of all customer units and activities to assure best possible support is provided and to identify/correct real or perceived problems.
Conduct Postal Operations.	Receive, sort and deliver mail received by the



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POSTAL SERVICES	
ITEM	COMMENTS
	APO. Collect mail and deliver to APO. Process Accountable Mail utilizing PS Form 3883 and 3849. Provide mail services--stamps, money orders, certified mail, etc.
Monitor and review routes and utilization to optimize mail service.	
Redeployment Phase	
Review Demobilization Plan and adjust for current situation.	
Consolidate operations during draw-down of supported force.	Phase to decrease capabilities as the requirements for those capabilities decrease.



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TAB H (MISCELLANEOUS) to APPENDIX 1 (LOGCAP PLANNING CHECKLISTS) to ANNEX N (INTERNAL OPERATING PROCEDURES) for LOGCAP CSP

1. GENERAL: The following checklist provides the user with a list of questions and/or key events that must be considered during pre-deployment, deployment, maturation (sustainment), and redeployment. Because of varying factors that include: size of force, composition of force, mission, location of EVENT, climatic conditions, geo-political and cultural conditions, timeline and length of mission, and contractor constraints, the following checklist should be used as a starting point for planning and execution. As specifics are developed or provided, the checklist must be modified by the user to reflect the actual requirements.

2. MISSION: At the direction of the PCO: provide a self-sufficient Contingency Workforce with adequate supervisory personnel, unskilled laborers, drivers/operators and its own sustainment structure; provide communications and communications support to include telephone and telecommunications installations and service, telephone repair, cable, wire and antenna installation, and communication network access; provide information management; provide guard services.

Section 1	Contingency Workforce and Equipment	pg 1
Section 2	Signal Services	pg 3
Section 3	Information Management	pg 5
Section 4	Guard Services	pg 7

CONTINGENCY WORKFORCE & EQUIPMENT	
ITEM	COMMENTS
Pre-deployment Phase	
Contingency Task Force Manager and the Contingency Workforce are under the overall control of the Logistics Operations Division Manager.	Is Contingency Force requirement in addition to the Construction RSA/FSA capability?
Identify specific personnel and equipment requirements upon receipt of a specific tasking. Determine options for mission accomplishment and resources required.	American Equipment, subsidiary company of Fluor Daniel, has \$115 million of heavy construction equipment worldwide.
Probable key equipment required: 44 pax busses; 2&1/2 and 5 ton cargo trucks; 8 pax vans w/4 wheel drive; 5 ton wreckers; R/T forklifts (5 & 10 ton; 50K); generators; Sanitation Service Trucks.	Probable key services to be provided: line haul and local transportation; supply operations; facility/utility repair; hazardous waste/sanitation operations; horizontal construction.
Deployment Phase	
Deploy personnel as required.	Monitor hire of LN/TCN Workforce.



**Logistics Civil Augmentation Program (LOGCAP)
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CONTINGENCY WORKFORCE & EQUIPMENT	
ITEM	COMMENTS
Maturation (Sustainment) Phase	
EVENT Project Manager will identify specific personnel and equipment required upon receipt of a specific tasking from the Government.	Senior supervisors to be identified from the appropriate functional areas.
Redeployment Phase	
Review Demobilization Plan and adjust for current situation.	
Begin demobilization.	



**Logistics Civil Augmentation Program (LOGCAP)
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SECTION 2. Signal Services.

SIGNAL SERVICES	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Supervisor, Communications Section and other key personnel. Process security clearances.	Supervisor, Communications Section works for the Communications and Information Management Manager.
Receive communications planning guidance.	Develop plan for communications coverage by mode.
Determine optimum number of Communications personnel required based on LOGCAP EVENT mission intensity and flow of personnel and equipment.	
Determine capability/availability of communications in AOR. Determine if Host Nation internal telecommunications capacity is available for LOGCAP use.	Determine telecommunications capacity, capability and quality. Determine intercontinental capabilities. Locate potential nodes.
Determine COMSEC requirements.	
Determine mode(s) of long haul communications required between EVENT area and CONUS.	Look at earth stations and commercial phone systems.
Determine physical security required.	Facilities and equipment.
Identify facilities required for mission.	Identify emergency power requirements.
Determine critical supplies and stockage levels; identify in-country repair parts sources for equipment	Evaluate ability to support from in-country/in-region. Determine domestic sources.
Assure lease agreements specify who maintains leased equipment; if BRS, lease must include provisioning of all Technical Manuals, Forms and initial issue repair parts.	
Prepare Communications Quality Control checklists in consonance with BRS Quality Control Plan.	
Deployment Phase	
Deploy Communications personnel.	Monitor hire of TCN Workforce
Coordinate frequency assignments.	
Establish radio network.	Handheld radios will be used initially, beginning with the Advance Team.
Establish COMSEC procedures.	
Establish communications networks.	Telecommunications, radio, and satellite.
Assure all Communications Personnel are trained.	



**Logistics Civil Augmentation Program (LOGCAP)
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SIGNAL SERVICES	
ITEM	COMMENTS
Plan for and identify facilities for mission operations.	
Install standby/backup power systems.	As required.
Supervisor, Communications Section makes contact with counterparts in supported Force.	
Maturation (Sustainment) Phase	
Establish dialog with communicators of the supported Force at each base.	Assure that issues such as frequency management and communications procedures are understood.
Maintain communications and improve as directed.	
Provide capability as required for changing requirements.	Consider initiatives such as high speed data transmission capability and programs to support troop calls home.
Review selected operations for efficiency, cost effectiveness and responsiveness	Continuous process improvement based on Quality Plan
Redeployment Phase	
Maintain communications as required during redeployment.	



**Logistics Civil Augmentation Program (LOGCAP)
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SECTION 3. Information Management.

INFORMATION MANAGEMENT	
ITEM	COMMENTS
Pre-deployment Phase	
Identify Communications and Information Management Manager and other key personnel.	Communications and Information Management Manager works for the PM, LOGCAP.
Determine optimum number of Information Management personnel required based on LOGCAP EVENT mission intensity and flow of personnel and equipment.	
Determine capability/availability of Information Management support in AOR.	
Determine hardware requirements.	Plan for emergency/backup electrical power requirements.
Identify facilities required for mission.	
Determine critical supplies and stockage levels; identify in-country sources for equipment and supplies.	Evaluate ability to support from in-country/in-region. Determine domestic sources.
Prepare Quality Control checklists in consonance with BRS Quality Control Plan.	
Deployment Phase	
Deploy Information Management personnel.	Monitor hire of LN/TCN Workforce.
Plan for/identify facilities for Mission operations.	
Information Management Manager makes contact with counterparts in supported Force.	Organize and schedule briefings and orientation visits for all supported units to education them on Information Management capabilities.
Establish Information Management capability. Install systems and emergency power.	Coordinate with communications.
Protect data (against compromise and low quality).	Audit Information Management storage, processing and transmission.
Maturation (Sustainment) Phase	
Establish dialog with Information Management Supervisors at each base and with supported Force Commander counterparts at each base.	Customer Service Section to conduct surveys of all customer units and activities to assure best possible support is provided and to identify/correct real or perceived problems.



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INFORMATION MANAGEMENT	
ITEM	COMMENTS
Improve capability, as directed.	
Redeployment Phase	
Provide Information Management support as required.	Interface with DLA and DRMO.



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SECTION 4. Guard Services.

GUARD SERVICES	
ITEM	COMMENTS
Pre-deployment Phase	
Identify the Guard Force Commander and other key personnel. Process security clearances.	Guard Force Commander works for the LOGCAP PM.
Verify mission(s) and locations.	Includes full range of services: Police administration, law enforcement, police investigations, physical security, access control, and static and roving security patrols.
Determine optimum number of Guard Force personnel required based on LOGCAP EVENT mission intensity and flow of personnel and equipment.	
Receive Rules for the Use of Force.	
Determine capability/availability of private/contract guard forces in AOR	
Determine host nation/supported force restrictions.	
Identify facilities required for mission.	
Determine availability of BRS Guard Force uniforms.	Include badges, identification, accessories (restraints, weapons, ballistic protections, etc).
Identify Physical Security measures to be used.	
Deployment Phase	
Deploy Guard Force personnel.	Monitor hire of LN/TCN Workforce.
Assure personnel are trained and training records are available and current.	Includes periodic training in Host Nation customs, weapons qualification, and law enforcement procedures.
Physical Security Manager focuses on the protection of personnel, work sites/facilities and material.	Coordinate with the support force to receive threat information.
Establish radio/communications net.	
Establish and maintain property book accountability through Standard Property Book System Redesign (SPBS-R)	
Guard Force Commander makes contact with counterparts in supported Force.	Organize and schedule briefings and orientation visits for all supported units to education them on Guard Force capabilities.
Conduct security inspections.	Be proactive to reduce threat/risk.
Confirm specific guard force requirements at Rear and Forward Base Camps and APOD/SPODs.	Provide access control at key facilities, such as ASPs , equipment storage areas, camp perimeters and as directed.
Maturation (Sustainment) Phase	
Establish dialog with the Primary Supervisors at each base and with supported Force Commander	Conduct surveys of all customer units and activities to assure best possible support is provided and to



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GUARD SERVICES	
ITEM	COMMENTS
counterparts at each base.	identify/correct real or perceived problems.
Establish traffic accident investigation teams.	
Coordinate vehicle and equipment maintenance.	
Establish guard posts and roving patrols.	Designate 24 hour patrol coverage.
Monitor and respond to installed alarms and intrusion detection systems.	
Produce a daily activity report that will include "blotter" entries.	Use DA Form 3997.
Review selected operations for efficiency, cost effectiveness and responsiveness	Continuous process improvement based on Quality Plan
Conduct law enforcement, police administration, access control, physical security and training, as required.	
Develop a liaison with the local civil enforcement agencies.	
Coordinate with the Military police of the supported Force.	
Conduct anti-terrorism programs including awareness and response training.	
Develop vehicle pass system, if required.	
Develop personnel pass system, if required.	
Develop and maintain a database on Limited Access Authority (LAA).	
Conduct training to maintain proficiency.	Includes refresher training (law enforcement procedures, use of force, driving, communications, and weapons qualification).
Redeployment Phase	
Review requirement for "sterile" customs areas.	
Maintain adequate security.	



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APPENDIX 2 (GLOSSARY) to ANNEX N (INTERNAL OPERATING PROCEDURES) to LOGCAP CSP

GLOSSARY/DEFINITIONS

advance team (SOW) The BRS TEAM or other element which moves to the LOGCAP EVENT Site upon receipt of Notice To Proceed from the Procuring Contract Officer .

area of interest (DOD) That area of concern to the commander, including the area of influence, areas adjacent thereto, and extending into enemy territory to the objectives of current or planned operations. This area also includes areas occupied by enemy forces who could jeopardize the accomplishment of the mission. (AOI)

area of operations (DOD) An operational area defined by the joint force commander for land and naval forces. Areas of operation do not typically encompass the entire operational area of the joint force commander, but should be large enough for component commanders to accomplish their missions and protect their forces. (AO)

area of responsibility (DOD) 1. The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations. 2. In naval usage, a predefined area of enemy terrain for which supporting ships are responsible for covering by fire on known targets or targets of opportunity and by observation. (AOR)

Army service component commander (FM 5.0) The commander of the Army component in support of a theater commander, combatant commander, or joint force commander.

automatic resupply (DOD) A resupply mission fully planned before insertion of a special operations team into the operations area that occurs at a prearranged time and location, unless changed by the operating team after insertion.

basic load (DOD) The quantity of supplies required to be on hand within, and which can be moved by, a unit or formation. It is expressed according to the wartime organization of the unit or formation and maintained at the prescribed levels.

basis of issue (DOD) Authority which prescribes the number of items to be issued to an individual, a unit, a military organization, or for a unit piece of equipment.

bulk cargo (DOD) That which is generally shipped in volume where the transportation conveyance is the only external container, such as liquids, ore, or grain.

bulk storage (DOD) 1. Storage in a warehouse of supplies and equipment in large quantities, usually in original containers, as distinguished from bin storage. 2. Storage of liquids, such as petroleum products in tanks, as distinguished from drum or packaged storage.

C-day (DOD) a. The unnamed day on which a deployment operation commences or is to commence. The deployment may be movement of troops, cargo, weapon systems, or a combination of these elements using any or all types of transport. The letter "C" will be the only one used to denote the above. The highest



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command or headquarters responsible for coordinating the planning will specify the exact meaning of C-day within the aforementioned definition. The command or headquarters directly responsible for the execution of the operation, if other than the one coordinating the planning, will do so in light of the meaning specified by the highest command or headquarters coordinating the planning.

chain of command (DOD) The succession of commanding officers from a superior to a subordinate through which command is exercised. Also called command channel.

combined force — (DOD) A military force composed of elements of two or more Allied nations.

communications zone (DOD) Rear part of theater of war or theater of operations (behind but contiguous to the combat zone) which contains the lines of communications, establishments for supply and evacuation, and other agencies required for the immediate support and maintenance of the field forces. (COMMZ)

concept of logistics support (DOD) A verbal or graphic statement, in a broad outline, of how a commander intends to support and integrate with a concept of operations in an operation or campaign. Operational environment or situation in which a unit, system, or individual is expected to operate and may affect performance.

concept of operations (DOD) A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The concept of operations frequently is embodied in campaign plans and operation plans; in the latter case, particularly when the plans cover a series of connected operations to be carried out simultaneously or in succession. The concept is designed to give an overall picture of the operation. It is included primarily for additional clarity of purpose.

contingency operations stocks (SOW; CSP) A potential source of supply from FORSCOM owned assets located at Fort Polk, LA. SOW requires screening of Contractor/EVENT equipment requirements for possible fill from these assets.

corporate phase-in team (CSP) A BRS TEAM element that is called forward by the BRS TEAM LOGCAP Advance Team. The CPIT will be prepared to accomplish administrative actions such as hiring the Local National work force; installing financial reporting, and property control systems, and beginning acquisition of local resources. (CPIT)

countermining (DOD) 1. Land mine warfare--Tactics and techniques used to detect, avoid, breach, and/or neutralize enemy mines and the use of available resources to deny the enemy the opportunity to employ mines. 2. Naval mine warfare--The detonation of mines by nearby explosions, either accidental or deliberate.

Country Team (DOD) — The senior, in-country, US coordinating and supervising body, headed by the chief of the US diplomatic mission, and composed of the senior member of each represented US department or agency, as desired by the chief of the US diplomatic mission.

critical point (DOD) 1. A key geographical point or position important to the success of an operation. 2. In point of time, a crisis or a turning point in an operation. 3. A selected point along a line of march used for reference in giving instructions. 4. A point where there is a change of direction or change in slope in a ridge or stream. 5. Any point along a route of march where interference with a troop movement may occur.



~~SECRET~~

**Logistics Civil Augmentation Program (LOGCAP)
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Delivery Order (AMC) After a decision has been made to use LOGCAP, the customer prepares a Delivery Order Package for the contractor consisting of the following elements: Statement of Work, Independent Government Cost Estimate and Funding Document

Disaster Assistance Response Team (DOD) United States Agency for International Development's (USAID) Office of United States Foreign Disaster Assistance provides this rapidly deployable team in response to international disasters. A Disaster Assistance Response Team provides specialists, trained in a variety of disaster relief skills, to assist US embassies and USAID missions with the management of US Government response to disasters. **(DART)**

D-day (DOD) . The unnamed day on which a particular operation commences or is to commence.

earliest arrival date (DOD) A day, relative to C-day, that is specified by a planner as the earliest date when a unit, a resupply shipment, or replacement personnel can be accepted at a port of debarkation during a deployment. Used with the latest arrival data, it defines a delivery window for transportation planning. **(EAD)**

emergency resupply (DOD) A resupply mission that occurs based on a predetermined set of circumstances and time interval should radio contact not be established or, once established, is lost between a special operations tactical element and its base. See also automatic resupply; on-call resupply.

end item (DOD) A final combination of end products, component parts, and/or materials that is ready for its intended use, e.g., ship, tank, mobile machine shop, aircraft.

essential element of friendly information (DOD) Key questions likely to be asked by adversary officials and intelligence systems about specific friendly intentions, capabilities, and activities, so they can obtain answers critical to their operational effectiveness. **(EEFI)**

expendable property (DOD) Property that may be consumed in use or loses its identity in use and may be dropped from stock record accounts when it is issued or used.

field medical card (DOD) Used to facilitate medical processing of patients.

fly-away package (SOW; CSP) a collection of tools, automatic data processing equipment, office equipment, and communications equipment required to begin work immediately and is deployed with the contractor's advance team. **(FAP)**

Force Provider (FM 4-20.07) Is a containerized, mobile, and modular collective field camp, including all facilities and utilities required to support a battalion-size force of 550 troops.

Forward Support Area (CSP) That geographic area of the EVENT site which encompasses, as a minimum, a Forward Support Base camp capable of supporting up to 3,000 personnel. **(FSA)**

Forward Support Base camp (CSP) The element of the forward support area (FSA) that provides billeting and life support services to the Task Force element in that area.



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fragmentary order (DOD) An abbreviated form of an operation order, usually issued on a day-to-day basis, that eliminates the need for restating information contained in a basic operation order. It may be issued in sections. **(FRAGO)**

generic developed plan (SOW) A plan for a country that is developed with infrastructure and a viable and diplomatically recognized government.

generic undeveloped plan (SOW) A plan for a country with little or no infrastructure and a weak or nonexistent government.

government furnished equipment (SOW) Equipment in the possession of, or acquired directly by the Government and subsequently delivered or otherwise made available to the contractor. **(GFE)**

government furnished materials (SOW) Materials in the possession of, or acquired directly by the Government and subsequently delivered or otherwise made available to the contractor. **(GFM)**

government furnished property (AR 310-25) All tangible property of the Government furnished to the contractor, including both property acquired by the Government and delivered to the contractor, and property acquired by the contractor for the account of the Government. **(GFP)**

H-hour (DOD) .The specific hour on D-day at which a particular operation commences.

hardstand (DOD) 1. A paved or stabilized area where vehicles are parked. 2. Open ground area having a prepared surface and used for the storage of materiel.

hazardous and / or dangerous materials (AR 310-25) Hazardous materials consist of explosives; flammable substances; toxic chemicals; sources of ionizing radiation or radiant energy; oxidizing material; corrosive material; compressed gases; any compound, mixture, element, or material which, because of its nature, is hazardous to store and/or handle. Dangerous materials are any materials which, under conditions incident to transportation, are liable to cause fires, create serious damage by chemical action, or creates serious transportation hazard. They include, flammables, corrosives, combustibles, oxidizing material, poisons, compressed gases, toxics, unduly magnetic materials, defensive bio-logical/ etiologial agents and radiologicals. medical department doctrine, health related research, transportation of the sick and wounded, selection of the medically fit and disposition of the medically unfit, medical supply and maintenance, and medical, dental, veterinary, laboratory, and optical services. **(HAZMAT)**

host nation support (DOD) Civil and/or military assistance rendered by a nation to foreign forces within its territory during peacetime, times of crisis/emergencies, or wartime under agreements mutually concluded between the nations. **(HNS)**

joint task force (DOD) A joint force that is constituted and so designated by the Secretary of Defense, a combatant commander, a subunified commander, or an existing joint task force commander. **(JTF)**

L-hour (DOD) The specific hour on C-day at which a deployment operation commences or is to commence.

level of supply (DOD) The quantity of supplies or materiel authorized or directed to be held in anticipation of future demands.



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lines of communications (DOD) All the routes, land, water, and air, which connect an operating military force with a base of operations and along which supplies and military forces move. **(LOC)**

logistic assessment (DOD) An evaluation of: a. The logistic support required to support particular military operations in a theater of operations, country, or area. b. The actual and/or potential logistics support available for the conduct of military operations either within the theater, country, or area, or located elsewhere.

logistics civil augmentation program (SOW/FM 4-93.31) An initiative by the U.S. Army to pre-plan during peacetime for the use of civilian contractors to perform selected services in wartime and other contingencies to augment U.S. forces in support of DoD missions. **(LOGCAP)**

logistic estimate of the situation (DOD) An appraisal resulting from an orderly examination of the logistic factors influencing contemplated courses of action to provide conclusions concerning the degree and manner of that influence. See also estimate of the situation.

logistics support element (FM 4-93.31) Is a single logistics command and control element which centrally manages strategic logistics personnel on the battlefield or military area of operations. AMC mans the LSE headquarters and deploys forward at the request of the supported operational commander. **(LSE)**

logistics-over-the-shore operations (DOD) The loading and unloading of ships without the benefit of fixed port facilities, in friendly or non-defended territory, and, in time of war, during phases of theater development in which there is no opposition by the enemy. **(LOTS)**

logistics sourcing (DOD) The identification of the origin and determination of the availability of the time-phased force and deployment data non-unit logistics requirements.

M-Day (DOD) The term used to designate the day on which mobilization is to commence.

main supply route (DOD) The route or routes designated within an area of operations upon which the bulk of traffic flows in support of military operations. **(MSR)**

manifest (DOD) A document specifying in detail the passengers or items carried for a specific destination.

mass casualty (DOD) Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that exceeds local logistical support capabilities.

materials handling equipment (DOD) Mechanical devices for handling of supplies with greater ease and economy. **(MHE)**

materiel (DOD) All items (including ships, tanks, self-propelled weapons, aircraft, etc., and related spares, repair parts, and support equipment, but excluding real property, installations, and utilities) necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes.

materiel readiness (DOD) The availability of materiel required by a military organization to support its wartime activities or contingencies, disaster relief (flood, earthquake, etc.), or other emergencies.



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materiel release order (DOD) An order issued by an accountable supply system manager (usually an inventory control point or accountable depot/stock point) directing a non-accountable activity (usually a storage site or materiel drop point) within the same supply distribution complex to release and ship materiel.

Military Sealift Command (DOD) A major command of the US Navy, and the US Transportation Command's component command responsible for designated common-user sealift transportation services to deploy, employ, sustain, and redeploy US forces on a global basis. (MSC)

Military Traffic Management Command (DOD) A major command of the US Army, and the US Transportation Command's component command responsible for designated continental United States land transportation as well as common-user water terminal and traffic management service to deploy, employ, sustain, and redeploy US forces on a global basis. (MTMC)

mission (DOD) The primary task assigned to an individual, unit, or force. It contains the elements of who, what, when, where, and why, but seldom specifies how.

mode of transport (DOD) The various modes used for a movement. For each mode, there are several means of transport. They are: 1. Inland surface transportation (rail, road, and inland waterway); 2. Sea transport (coastal and ocean); 3. Air transportation; and 4. Pipelines.

mortuary affairs (DOD) Covers the search for, recovery, identification, preparation, and disposition of remains of persons for whom the Services are responsible by status and Executive Order.

National Command Authorities (DOD) The President and the Secretary of Defense or their duly deputized alternates or successors. (NCA)

net call sign (DOD) A call sign which represents all stations within a net.

net control station (DOD) A communications station designated to control traffic and enforce circuit discipline within a given net. (NCS)

noncombatant evacuation operations (DOD) Operations directed by the Department of State, the Department of Defense, or other appropriate authority whereby noncombatants are evacuated from foreign countries when their lives are endangered by war, civil unrest, or natural disaster to safe havens or to the United States. (NEOs)

nonexpendable supplies and material (DOD) Supplies which are not consumed in use and which retain their original identity during the period of use, such as weapons, machines, tools, and equipment.

nongovernmental organization (DOD) Transnational organizations of private citizens that maintain a consultative status with the Economic and Social Council of the United Nations. Non-governmental organizations may be professional associations, foundations, multinational businesses, or simply groups with a common interest in humanitarian assistance activities (development and relief). "Non-governmental organizations" is a term normally used by non-United States organizations. (NGO)

notice to proceed (AMC) A formal notification (letter) or un-priced Delivery/Task Order with the SOW and ceiling price, authorizing the contractor to begin work. (NTP)



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off-the-shelf item (DOD) An item which has been developed and produced to military or commercial standards and specifications, is readily available for delivery from an industrial source, and may be procured without change to satisfy a military requirement.

on-call re-supply (DOD) A re-supply mission planned before insertion of a special operations team into the operations area but not executed until requested by the operating team.

operating level of supply (DOD) The quantities of materiel required to sustain operations in the interval between requisitions or the arrival of successive shipments. These quantities should be based on the established replenishment period (monthly, quarterly, etc.).

operation order (DOD) A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation. (OPORD)

operations other than war (FM100-20) Military activities during peacetime and conflict that do not necessarily involve armed clashes between two organized forces. (OOTW)

order and shipping time (DOD) The time elapsing between the initiation of stock replenishment action for a specific activity and the receipt by that activity of the materiel resulting from such action. Order and shipping time is applicable only to materiel within the supply system, and it is composed of the distinct elements, order time, and shipping time.

organizational maintenance (DOD) That maintenance which is the responsibility of and performed by a using organization on its assigned equipment. Its phases normally consist of inspecting, servicing, lubricating, adjusting, and replacing parts, minor assemblies, and subassemblies.

packaged petroleum product (DOD) A petroleum product (generally a lubricant, oil, grease, or specialty item) normally packaged by a manufacturer and procured, stored, transported, and issued in containers having a fill capacity of 55 United States gallons (or 45 Imperial gallons, or 205 liters) or less.

pallet (DOD) 1. A flat base for combining stores or carrying a single item to form a unit load for handling, transportation, and storage by materials handling equipment. 2. (DOD only) 463L pallet – An 88" x 108" aluminum flat base used to facilitate the upload and download of aircraft.

payload (DOD) 1. The total sum weight of the passengers and cargo that an aircraft can carry. 2. The warhead, its container, and activating devices in a military missile. 3. The satellite or research vehicle of a space probe or research missile. 4. The load (expressed in tons of cargo or equipment, gallons of liquid, or number of passengers) which the vehicle is designed to transport under specified conditions of operation, in addition to its unloaded weight.

pipeline (DOD) In logistics, the channel of support which materiel or personnel flow from their sources of procurement to their point of use.

port of debarkation (DOD) The geographic point at which cargo or personnel are discharged. May be a seaport (SPOD) or aerial (APOD) port of debarkation. For unit requirements, it may or may not coincide with the destination. (POD)



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port of embarkation (DOD) The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin. **(POE)**

project manager (CSP) The individual who has overall responsibility for BRS TEAM LOGCAP activities at the EVENT location.

program manager (CSP) The individual who has overall responsibility for BRS TEAM LOGCAP Program. The Program Manager office is located in Houston, Texas.

radio frequency automated identification technology (FM6-02) A generic name given to devices, e.g. RF tag, used to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment and supplies via radio frequency. **(RF-AIT)**

Rear Support Area (CSP) Includes Rear Support Base (RSB) activities such as the APOD, SPOD, TISA, POL storage, Supply, Maintenance, etc. and the Rear Support Base camp (Troop billeting). **(RSA)**

Rear Support Base camp (CSP) The element of the rear support area (RSA) that provides billeting and life support services to the Task Force element in that area. **(RSB)**

Recoverability Code (AR 710-2) The code designating the level (Direct Support, General Support, Depot, or Special Repair Activity) that may decide final disposition of uneconomically repairable, condemned reparables. Also see Source, Maintenance and Recoverability (SMR) Code. **(RC)**

regional management plan (s) (SOW) Plan for a specific region or collection of geographically located countries as designated by the supported CINC or Army Service Component Command.

retrograde cargo (DOD) Cargo evacuated from a theater.

rough order of magnitude (SOW) Details the resources and estimated cost to perform the requirements articulated in the CINC / MACOM Scope Of Work. **(ROM)**

rules of engagement (DOD) Directives issued by competent military authority that delineate the circumstances and limitations under which US forces will initiate and/or continue combat engagement with other encountered forces. **(ROE)**

S-day (SOW) The day contractor support to the EVENT Task Force begins (i.e. 15 calendar days after the PCO's Notice To Proceed (NTP) to execute an approved plan).

shelf life (DOD) The length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, is considered serviceable while stored.

site manager (CSP) The individual with overall responsibility for BRS TEAM LOGCAP activities in the Rear Support Area and Forward Support Areas.

small arms (DOD) Man portable, individual, and crew-served weapon systems used mainly against personnel and lightly armored or unarmored equipment.



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SOURCE, MAINTENANCE AND RECOVERABILITY CODE (AR 710-2) A combination of codes used in the management of repairables. The first two positions represent the source code which identifies the means of acquiring the item. The third position is the maintenance use code which identifies maintenance levels authorized to remove and replace an item. The fourth position indicates whether an item is a repairable and the maintenance level authorized to do complete repair. The fifth position is the recoverability code which designates the level (DS, GS, depot or SRA) that may decide final disposition of uneconomically repairable, condemned repairables. (SMR)

specified command (DOD) A command that has a broad, continuing mission, normally functional, and is established and so designated by the President through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff. It normally is composed of forces from a single Military Department. Also called specified combatant command.

stockage objective (DOD) The maximum quantities of materiel to be maintained on hand to sustain current operations. It consists of the sum of stocks represented by the operating level and the safety level.

stock control (DOD) Process of maintaining inventory data on the quantity, location, and condition of supplies and equipment due-in, on-hand, and due-out, to determine quantities of material and equipment available and/or required for issue and to facilitate distribution and management of materiel.

stock record account (DOD) A basic record showing by item the receipt and issuance of property, the balances on hand and such other identifying or stock control data as may be required by proper authority.

supply point (DOD) A location where supplies, services, and materials are located and issued. These locations are temporary and mobile, normally being occupied for up to 72 hours.

supply point distribution (FM 4-93.3) A method of distributing supplies to the receiving unit at a supply point, railhead, or truckhead. The unit then moves the supplies to its own area using its own transportation. This is the normal distribution method for units which receive direct support (DS) from DS supply and maintenance units.

supply support activity (DOD) Activities assigned a Department of Defense activity address code and that have a supply support mission (i.e., direct support supply units, missile support elements, maintenance support units). (SSA)

sustaining stocks (DOD) Stocks to support the execution of approved operational plans beyond the initial predetermined period covered by basic stocks until re-supply is available for support of continued operations.

synchronization (DOD) The arrangement of military actions in time, space, and purpose to produce maximum relative combat power at a decisive place and time. 2. In the intelligence context, application of intelligence sources and methods in concert with the operational plan.

tasks (DOD) Specific Army, Navy, and Air tasks which have to be done to implement successfully the phased concept of operations stemming from the basic undertakings and the overall strategic concept. In stating the tasks, so much of the who, what, when, where, why, and how, as are appropriate, are given. The tasks fall into two categories: a. Initial operations, and b. subsequent operations.



**Logistics Civil Augmentation Program (LOGCAP)
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theater (DOD) The geographical area outside the continental United States for which a commander of a combatant command has been assigned responsibility.

theater of operations (DOD) A sub-area within a theater of war defined by the geographic combatant commander required to conduct or support specific combat operations. Different theaters of operations within the same theater of war will normally be geographically separate and focused on different enemy forces. Theaters of operations are usually of significant size, allowing for operations over extended periods of time. (TO)

throughput (DOD) The average quantity of cargo and passengers that can pass through a port on a daily basis from arrival at the port to loading onto a ship or plane, or from the discharge from a ship or plane to the exit (clearance) from the port complex. Throughput is usually expressed in measurement tons, short tons, or passengers. Reception and storage limitation may affect final throughput.

Time-Phased Force and Deployment List (DOD) A Joint Operation Planning and Execution System database located at Appendix 1 to Annex A of deliberate plans. It identifies types and/or actual units required to support the operation plan and indicates origin and ports of debarkation or ocean area. This listing is to include both a. In-place units; and b. Units to be deployed to support the deliberate plan. (TPFDL)

total asset visibility (FM4-01.8) The capability to provide users with timely and accurate information on the location, movement, status, and identity of units, personnel, equipment, materiel, and supplies. It also includes the capability to act upon that information to improve overall performance of the Department of Defense's logistic practices. (TAV)

unified command (DOD) A command with a broad continuing mission under a single commander and composed of significant assigned components of two or more Military Departments, that is established and so designated by the President through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Also called unified combatant command.

unit designation list (DOD) A list of actual units by unit identification code designated to fulfill requirements of a force list. (UDL)

unit distribution (FM 4-93.3) A method of distributing supplies by which the receiving unit is issued supplies in its own area with transportation furnished by the issuing agency; the receiving unit is responsible for timely downloading of transportation assets. It is the standard method of distribution from General Support (GS) to Direct Support (DS) supply units.

unit identification code (DOD) A six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces. (UIC)

warning order (DOD) 1. A preliminary notice of an order or action which is to follow. 2. (DOD only) A crisis action planning directive issued by the Chairman of the Joint Chiefs of Staff that initiates the development and evaluation of courses of action by a supported commander and requests that a commander's estimate be submitted. 3. (DOD only) A planning directive that describes the situation, allocates forces and resources, establishes command relationships, provides other initial planning guidance, and initiates subordinate unit mission planning.

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Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

**APPENDIX 3 (ACRONYMS) to ANNEX N (INTERNAL OPERATING PROCEDURES)
to LOGCAP CSP**

Glossary of Abbreviations and Acronyms	
<i>ACRONYM</i>	<i>DEFINITION</i>
A/DACG	Arrival/Departure Airfield Control Group
A/E	Architect/Engineer
AAFES	Army & Air Force Exchange Service
AALPS	Automated Air Load Planning System
AAR	After Action Review
ABB	Automated Battle Book
ABL	Authorized Basic Load
AC	Active Component
ACCS	Army Command and Control Systems
ACO	Administrative Contracting Officer
ACOM	Atlantic Command
ACP	Air Control Point
ACR	Armored Cavalry Regiment
ACSIM	Assistant Chief of Staff for Information Management
ACWP	Actual Cost of Work Performed
ADA	Air Defense Artillery
ADP	Automatic Data Processing
ADPE	Automatic Data Processing Equipment
AFARS	Army Federal Acquisition Regulation Supplement
AFB	Air Force Base
AFCS	Army Facilities Components System
AFMIS	Army Food Management Information System
AFPDA	Army Force Planning Data and Assumptions
AISSPP	Automated Information System Standard Practice Procedure
ALCE	Airlift Control Element
ALPS	Air Load Planning System
AMC	Air Mobility Command
AMC	Army Materiel Command
AMDF	Army Master Data File
AMS	Automated Manifest System
AO	Area of Operation
AOAP	Army Oil Analysis Program
AOI	Area of Interest
AOR	Area of Responsibility



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CONTINGENCY SUPPORT PLAN**

Glossary of Abbreviations and Acronyms	
<i>ACRONYM</i>	<i>DEFINITION</i>
API	American Petroleum Institute
APO	Army Post Office
APOD	Aerial Port of Debarkation
APOE	Aerial Ports of Embarkation
APS	Army Pre-Positioned Stocks
AQCTS	Automated Quality Control Tracking System
AR	Army Regulation
ARCENT	Army Central Command
ARFOR	Army Forces
ARNG	Army National Guard
ASB	Area Support Battalion
ASC	Ammunition Supply Company
ASCC	Army Service Component Command(er)
ASG	Area Support Group
ASIOE	Associated Support Item of Equipment
ASL	Authorized Stockage List
ASLP	Army Strategic Logistics Plan
ASO	Airfield Safety Office
ASOS	Army Support to Other Services
ASP	Ammunition Supply Point
ASP	Associate Safety Professional
AT	Aerospace Technology
ATC	Air Traffic Control
ATCCSS	Air Traffic Control Communications Switching System
ATP	Ammunition Transfer Point
AUTODIN	Automatic Digital Network
AVIM	Aviation Intermediate Maintenance
AVUM	Aviation Unit Maintenance
AWDS	Automated Weather Distribution System
AWRDS	Army War Reserve Deployment System
AWRS	Army War Reserve Stocks
BAC	Budget At Completion
BAN	Battlefield Account Number
BASOPS	Base Operations
BCT	Brigade Combat Team
BCWP	Budgeted Cost for Work Performed



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CONTINGENCY SUPPORT PLAN**

Glossary of Abbreviations and Acronyms	
<i>ACRONYM</i>	<i>DEFINITION</i>
BCWS	Budgeted Cost for Work Scheduled
BDP	Base Development Plan
BDS	Biological Defense Systems
BIDS	Biological Integrated Detection System
BLAHA	Basic Load Ammunition Holding Area
BOE	Basis of Estimate
BOM	Bill of Materials
BOSS	Base Operations Support Services
BPA	Blanket Purchase Agreement
BRS	Brown & Root Services
BSA	Brigade Support Area
BSB	Base Support Battalion
BSC	Balkans Support Contract
C/SSR	Cost/Schedule Status Report
C2	Command and Control
CA	Contract Administrator
CAC	Combined Arms Center
CALS	Continuous Acquisition & Logistic Support
CAMs	Cost Avoidance Measures
CAP	Contractor-Acquired Property
CAPR	Contractor Acquired Property Request
CAS	Contract Administrative Services
CASB	Cost Accounting Standards Board
CASCOM	Combined Arms Support Command
CBL	Containerized Batch Laundry
CBRNE	Chemical, Biological, Nuclear, Radiological, Explosive
CBS-X	Continuing Balance System-Expanded
CDR	Commander
CDRL	Contract Data Requirements List
CDROM	Compact Disc Read Only Memory
C-E	Communications-Electronics
CECOM	U.S. Army Communications and Electronics Command
CENTCOM	Central Command
CEOI	Communications-Electronics Operating Instructions
CFE	Contractor Furnished Equipment
CFT	Contract Field Team



**Logistics Civil Augmentation Program (LOGCAP)
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Glossary of Abbreviations and Acronyms	
ACRONYM	DEFINITION
CID	Criminal Investigation Division
CIF	Central Issue Facility
CIMM	Communications and Information Management Manager
CINC	Commander-in-Chief
CLIN	Contract Line Item Number
CLS	Containerized Laundry System
CM	Consequence Management
CMSP	Consequence Management Support Plan
CMST	Consequence Management Support Team
COBRA	COBRA Cost Management Software
COE	Common Operating Environment
COMMEL	Communications-Electronics
COMMZ	Communications Zone
COMSEC	Communications Security
CONCAP	Construction Capabilities Contract
CONCAP	Contingency Capability Contract
CONOPS	Concept of Operations
CONOPS	Contingency Operations
CONUS	Continental United States
COO	Chief Operating Officer
COPARS	Contractor Operated Parts Store
COR	Contracting Officer's Representative
COSCOM	Corps Support Command
COSIS	Care of Supplies in Storage
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-The-Shelf
COTS	Commercial Off the Shelf
CPI	Correction, Prevention, & Improvement
CPI	Cost Performance Index
CPIT	Corporate Phase-In Team
CPM	Critical Path Method
CPU	Central Processing Unit, Computer Processing Unit
CPX	Command Post Exercise
CRP	Central Receiving Point
CRSP	Central Receiving/Shipping Point
CS/CSS	Combat Support/Combat Service Support



**Logistics Civil Augmentation Program (LOGCAP)
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Glossary of Abbreviations and Acronyms	
ACRONYM	DEFINITION
CSC	Convoy Support Center
CSP	Contingency Support Plan
CSS	Combat Service Support
CSSR	Cost/Schedule Status Reporting
CTA	Common Table of Allowances
CTV	Cable Television
CV	Cost Variance
CWA	Coastal Water Authority
DA	Department of Army
DA Form	Department of Army Form
DA PAM	Department of Army Pamphlet
DART	Disaster Assistance Response Team
DCA	Defense Communications Agency
DCAA	Defense Contract Audit Agency
DCMA	Defense Contract Management Agency
DCMD-I	Defense Contract Management District-International
DCS, LOG/OPS	Deputy Chief of Staff for Logistics and Operations (AMC)
DCSENG	Deputy Chief of Staff for Engineers
DCSLOG	Deputy Chief of Staff for Logistics
DCSOPS	Deputy Chief of Staff for Operations & Plans
DCSPER	Deputy Chief of Staff for Personnel
DD Form	Department of Defense Form
DDE	Dynamic Data Exchange
DDN	Defense Data Network
DEA	Drug Enforcement Agency
DEH	Directorate of Engineering & Housing
DFAC	Dining Facility
DFAR	Defense Federal Acquisition Regulation
DFARS	Defense Federal Acquisition Regulation Supplement
DG	Defense Guidance
DII/COE	Defense Information Infrastructure / Common Operating Environment
DIS	Defense Investigative Service
DISA	Defense Information Agency
DISCOM	Division Support Command
DLA	Defense Logistics Agency
DLR	Depot Level Repairable



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Glossary of Abbreviations and Acronyms	
ACRONYM	DEFINITION
DNA	Deoxyribonucleic acid
DO	Delivery Order
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DoDD	Department of Defense Directive
DOL	Department of Labor
DOL	Director(ate) of Logistics
DORS	Defense Outpatient Referral System
DOS	Days of Supply
DOT	Department of Transportation; Dictionary of Occupational Titles
DPM	Deputy Program/Project Manager
DPSC	Defense Personnel Support Center
DPW	Directorate of Public Works
DRMO	Defense Reutilization & Marketing Office
DS	Direct Support
DS4	Direct Support Unit Standard Supply System
DSA	Division Support Area
DSR	Damage Survey Report
DSS	Direct Support System
DTG	Date Time Group
DWSH	Dishwashers
DX	Direct Exchange
E/L NTP	Early/Limited Notice to Proceed
EAC	Estimate At Completion
EAD	Earliest Arrival Date
EECP	Early Entry Command Post
EEFI	Essential Elements of Friendly Information
EEM	Early Entry Management
EMR	Experience Modification Rate
EOC	Event Operations Center
EOD	Explosive Ordnance Disposal
EPA	Environmental Protection Agency
ESDM	Engineering Services Division Manager
ESPQ	Electronic Personnel Security Questionnaire
EUCOM	European Command
EUSA	Eighth U.S. Army



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Glossary of Abbreviations and Acronyms	
ACRONYM	DEFINITION
EVMS	Earned Value Management System
FAP	Fly Away Package
FAR	Federal Acquisition Regulation
FAX	Facsimile
FCOM	Facilities Capital Cost of Money
FE/BR	Forced Entry Ballistic Restraint
FEMA	Federal Emergency Management Agency
FFP	Firm Fixed Price
FIFO	First-in, First-out
FM	Field Manual; Frequency Modulation
FMC	Field Medical Card
FOIA	Freedom of Information Act
FORSCOM	Forces Command
FP	Force Provider
FPRA	Forward Pricing Agreement
FRAGO	Fragmentary Order
FSA	Forward Support Area
FSB	Forward Support Base
FSS	Federal Supply System
FSSP	Fuel System Supply Point
FSU	Field Storage Unit
FSW	Food Service Workers
FTP	Field Training Protocol
FTP	File Transfer Protocol
FTX	Field Training Exercise
GBL	Government Bill of Lading
GCSS-A	Global Combat Support System – Army
GFE	Government-Furnished Equipment
GFM	Government Furnished Material
GFP	Government Furnished Property
GL	General Ledger
GP	General Purpose
GPA	Government Property Administrator
GPS	Global Positioning System
GS	General Support
GSA	General Services Administration



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Glossary of Abbreviations and Acronyms	
ACRONYM	DEFINITION
GSAC	Government Services Contract
GUI	Graphical User Interface
GWI	General Wage Increase
HA	Humanitarian Assistance
HASP	Health and Safety Plan
HAZMAT	Hazardous Materials
HAZWASTE	Hazardous Waste
HCN	Host Country National
HCSS	Heavy Civil Systems Specialties
HED	Heavy Equipment Drivers
HET	Heavy Equipment Transporter
HF	High Frequency
HFS	Halliburton Financial System
HIV	Human Immunodeficiency Virus
HMS	Halliburton Management System
HN	Host Nation
HNS	Host Nation Support
HQDA	Headquarters, Department of the Army
HQUSEUCOM	Headquarters United States European Command
HR	Human Resources
HSE	Health, Safety, & Environment
HVAC	Heating, Ventilating, and Air Conditioning
HZ	Hertz (cps)
IAR	Inventory Adjustment Report
IAW	In Accordance With
IBCT	Interim Brigade Combat Team
ICS	Inventory Control System
IFOR	Implementation Forces
IFSSP	Improved Fuel System Supply Point
IMA	Information Management Office
IMS	Information Management System
INMARSAT	International Maritime Satellite
INTSUM	Intelligence Summary
IOP	Internal Operating Procedure
IPMS	Integrated Project Management System
IPR	In Process Review



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Glossary of Abbreviations and Acronyms	
<i>ACRONYM</i>	<i>DEFINITION</i>
ISB	Intermediate Staging Base
ISP	Interim Support Package
ISSO	Information Services Support Office
IT	Information Technology
ITF	Invoice Transmittal Form
ITO	Installation Transportation Office
JAB	Joint Acquisition Board
JMC	Joint Movements Center
JOA	Joint Area of Operations
JOC	Job Order Contract
JOPES	Joint Operations Planning and Execution System/Staff
JPO	Joint Petroleum Office
JTF	Joint Task Force
KBR	Kellogg Brown & Root, Inc.
KO	Contracting Officer
KTR	Contractor
LAN	Local Area Network
LAO	Letter of Agreement
LAP	Logistics Assistance Program
LASH	Lighter Aboard Ship
LDD	Loss, Damage, or Destruction/Destroyed
LIF	Logistics Intelligence File
LIN	Line Item Number
LMR	Land Mobile Radio
LMS	Labor Management System
LN	Local National
LNO	Liaison Officer
LOC	Lines of Communication
LOGCAP	Logistics Civil Augmentation Program
LOGJAMSS	Logistics Joint Administration Management Support Services
LOGMARS	Logistics Marking and Reading Symbol
LOGOPS	Logistics Operations
LOTS	Logistics Over the Shore
LR-BSDS	Long-Range Biological Standoff Detection System
LSE	Logistics Support Element
LSP	LOGCAP Support Plan



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CONTINGENCY SUPPORT PLAN**

Glossary of Abbreviations and Acronyms	
ACRONYM	DEFINITION
LWBS	LOGCAP Work Breakdown Structure
MAC	Military Airlift Command
MACOM	Major Army Command
MARKS	Modern Army Record-keeping System
MCC	Movement Control Center
MCT	Movement Control Team
MDEP	Management Decision Package
MEDMNT	Medical Maintenance
METT-T	Mission, Enemy, Terrain, Troops, Time available
METT-TC	Mission, Enemy, Terrain, Troops, Time available, Civilians
MFFIMS	Mass Fatality Field Information Management System
MFT	Maintenance Field Team
MH	Man Hour
MHE	Materials Handling Equipment
MILCON	Military Construction
MILNET	Military Network
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIS	Management Information System
MKT	Mobile Kitchen Trailer
MLMTS	Multi-leg Tanker Mooring System
MMC	Materiel Management Center
MOBSS	Mobility Support System
MOS	Military Occupational Specialty
MP	Military Police
MR	Material Requisition
MRD	Material Release Denial
MRE	Meal, Ready-to-Eat
MRE	Mission Rehearsal Exercises
MRE	Mobilization Readiness Exercises
MRO	Materiel Release Order, Medical Regulating Officer
MROC	Materiel Release Order Control System
MRR	Material Receiving Report
MSB	Main Support Battalion
MSC	Major Subordinate Command



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**Logistics Civil Augmentation Program (LOGCAP)
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Glossary of Abbreviations and Acronyms	
<i>ACRONYM</i>	<i>DEFINITION</i>
MSDS	Material Safety Data Sheet
MSE	Mobile Subscriber Equipment
MSR	Main Supply Route
MTDA	Modification Table of Distribution and Allowances
MTF	Medical Treatment Facility
MTMC	Military Traffic Management Command
MTOE	Modified Table of Organization & Equipment
MTS	Material Tracking System
MWO	Modification Work Order
MWR	Morale, Welfare, & Recreation
NAMSA	NATO Maintenance & Supply Agency
NATO	North Atlantic Treaty Organization
NAVAIDS	Navigational Aid System
NBC	Nuclear, Biological, Chemical
NCA	National Command Authority
NCO	Non-Commissioned Officer
NCOIC	Non-Commissioned Officer in Charge
NCS	Net Control Station
NEO	Noncombatant Evacuation Operations
NESC	National Electrical Safety Code
NGA	Non-Government Agency
NGO	Non-Government Organization
NICP	National Inventory Control Point
NISPOM	National Industrial Security Program Operations Manual
NLT	Not Later Than
NOK	Next of Kin
NRO	National Reconnaissance Office
NSN	National Stock Number
NTP	Notice To Proceed
O&M	Operations & Maintenance
OAC	Oil Analysis Coordinator
OAS	Overseas Associated Services
OBS	Organizational Breakdown Structure
OCIE	Organizational Clothing & Individual Equipment
OCONUS	Outside the Continental United States
ODCSLOG	Office Deputy Chief of Staff, Logistics



**Logistics Civil Augmentation Program (LOGCAP)
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Glossary of Abbreviations and Acronyms	
<i>ACRONYM</i>	<i>DEFINITION</i>
OES	Occupational Employment Statistics
OF	Optional Form
OJF	Operation Joint Forge
OM&L	Operations, Maintenance, & Logistics
OMS	Operational Mode Summary
OOTW	Operations Other Than War
OPCON	Operational Control
OPLAN	Operations Plan
OPORD	Operations Order
OPSEC	Operations Security
OS&D	Over, Shortage, or Damaged
OSC	Operations Support Command
OSHA	Occupational Safety & Health Agency/Act
OSI	Office of Special Investigations
OST	Order Ship Time
P3I	Pre-Planned Product Improvement
PACOM	Pacific Command
PAO	Public Affairs Office
PARC	Principle Assistant Responsible for Contracting
PC	Personal Computer
PCO	Procuring Contract Officer
PCSA	Property Control System Analysis
PDCD	Portable Data Collection Devices
PERSTAT	Personnel Status Report
PGM	Project General Manager
PKO	Peacekeeping Operations
PLCO	Plant Clearance Officer
PLL	Prescribed Load List
PM	Program Manager; Project Manager
PMCS	Preventive Maintenance Checks and Services
PMO	Program Manager's Office; Project Manager's Office
PMP	Preventive Maintenance Programs
PMT	Performance Measurement Technique
PO	Purchase Order
POC	Point of Contact
POD/E	Port of Debarkation/Embarkation



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Glossary of Abbreviations and Acronyms	
<i>ACRONYM</i>	<i>DEFINITION</i>
POL	Petroleum, Oils and Lubricants
POLOG	Purchase Order Log
POM	Preparation for Overseas Movement
PPBES	Planning, Programming, Budgeting, and Execution System
PPE	Personal Protective Equipment
PPWR	Prepositioned War Reserves
PTOS	Port Terminal Operations System
PTT	Postal Telephone and Telegraph
PVNTMED	Preventive Medicine
PVO	Private Volunteer Organization
PWS	Performance Work Statement
QA	Quality Assurance
QA/QC	Quality Assurance/Quality Control
QAE	Quality Assurance Evaluator
QAR	Quality Assurance Representative
QASAS	Quality Assurance Specialist (Ammunition Surveillance)
QC	Quality Control
QI	Quality Improvement
QIP	Quality Improvement Plan
QM	Quartermaster
QMS	Quality Management System
QOL	Quality Of Life
QSS	Quick Supply Store
RC	Recoverability Code
RCRAC	Remote Console Radio Access
RDD	Required Delivery Date
RF	Radio Frequency
RF/ID	Radio Frequency Identifying Device
RFI	Radio Frequency Interference
RFP	Request For Proposal
RFQ	Request for Quote
RHA	Records Holding Area
RM	Resource Manager
RMO	Resource Management Office
RO/RO	Roll-on/Roll-off
ROD	Report of Discrepancy



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Glossary of Abbreviations and Acronyms	
ACRONYM	DEFINITION
ROE	Rules Of Engagement
ROF	Rules for the Use of Force
ROM	Rough Order of Magnitude
ROWPU	Reverse Osmosis Water Purification Unit
RPM	Real Property Maintenance
RSA	Rear Support Area
RSB	Rear Support Base
RSO	Reception, Staging, Onward Movement
RSO&I	Reception, Staging, Onward Movement, & Integration
RSOs	Regional Security Officers
RTCH	Rough Terrain Container Handler
RTO	Radio-Telephone Operator
RX	Reparable Exchange
S&P	Stake and Platform
S&S BN	Supply and Services Battalion
SAAS	Standard Army Ammunition System
SAAS-MOD	Standard Army Ammunition System – Modification
SAILS	Standard Army Intermediate Level Supply System
SAMS	Standard Army Maintenance System
SAR	Search and Rescue
SAR	Search and Rescue
SARSS	Standard Army Retail Supply System
SB	Supply Bulletin
SCA	Service Contract Act
SCU	Satellite Communications Units
S-Day	Support Day
SEII	Services Employee International Inc.
SF	Standard Form
SIDPERS	Standard Installation/Division Personnel System
SIR	Serious Incident Report
SIR	Specific Information Requirements
SITREP	Situation Report
SLIN	Sub-Line Item Number
SMR	Source, Maintenance, Recoverability Code
SMSPP	Security Manual of Standard Practice Procedures
SOFA	Status Of Forces Agreement



**Logistics Civil Augmentation Program (LOGCAP)
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Glossary of Abbreviations and Acronyms	
ACRONYM	DEFINITION
SOP	Standing Operating Procedure
SOUTHCOM	Southern Command
SOW	Scope of Work
SOW	Statement of Work
SP	Supply Point
SPB S-R	Standard Property Book System-Revised
SPI	Schedule Performance Index
SPOD	Sea Port of Debarkation
SRA	Stock Record Account
SRC	Standard Requirements Code
SSA	Supply Support Activity
SSL	Shared Services Lead
SSP	System Support Package
SSPLAN	Service Support Plan
SSSC	Self Service Supply Center
SSUPS	Solid-State Uninterruptible Power Supply
ST	Short Ton
SPM	Single Point Mooring
STAMIS	Standard Army Management Information Systems
SV	Schedule Variance
TAA	Total Army Analysis
TAACOM	Theater Army Area Command
TAC	Tactical Air Command
TACAPS	Theater Army Construction Automated Planning System
TACSAT	Tactical Satellite
TALCE	Tactical Airlift Control Element
TAMMIS	Theater Army Medical Management Information system
TAMMS	The Army Maintenance Management System
TAT	To Accompany Troops
TAV	Total Asset Visibility
TB	Technical Bulletin
TBD	To Be Determined
TCAIMS	Transportation Coordinator's Automated Information Management Systems
TCC	Telecommunications Center
TCMD	Transportation Control and Movement Document
TCMS	Theater Construction Management System



**Logistics Civil Augmentation Program (LOGCAP)
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Glossary of Abbreviations and Acronyms	
ACRONYM	DEFINITION
TCN	Third Country National
TCPI	To-Complete Performance Index
TDA	Table of Distribution and Allowances
TEMPER	Tent, Expandable, Modular, Personnel
TFF	Task Force Falcon
TISA	Troop Issue Subsistence Activity
TM	Technical Manual
TMDE	Test, Measurement, and Diagnostic Equipment
TMEP	Theater Mortuary Evacuation Point
TMP	Transportation Motor Pool
TMT	Tactical Marine Terminal
TO	Task Order
TO	Theater of Operations; Technical Order; Task Order
TOE	Table of Organization and Equipment
TOGS	Theater Oriented Guide Specification
TP	Transportation Priority
TPFDD	Time Phased Force Deployment Data
TPFDL	Time Phased Force Deployment List
TQG	Tactical Quiet Generator
TQM	Total Quality Management
TRADOC	Training and Doctrine Command
TRANSCOM	U.S. Transportation Command
TSC	Theater Support Command
TSCA	Toxic Substance Control Act
TSDF	Transfer, Storage, and Disposal Facility
TTP	Trailer Transfer Point
TTW	Transportation Terminal Warehouse
TUSA	Third U.S. Army
UBL	Unit Basic Load
UCA	Un definitized Contract Action
UDL	Unit Designation List
UHF	Ultra-High Frequency
UIC	Unit Identification Code
ULLS	Unit Level Logistics System
ULLS-G	Unit Level Logistics System – Ground
UMMIPS	Uniform Materiel Movement and Issue Priority System



**Logistics Civil Augmentation Program (LOGCAP)
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Glossary of Abbreviations and Acronyms	
<i>ACRONYM</i>	<i>DEFINITION</i>
UMR	Unsatisfactory Material Report
UN	United Nations
UOM	Unit of Measure
U.S.	United States
USACE	U.S. Army Corps of Engineers
USACOM	United States Atlantic Command
USAEUR	US Army Europe
USAF	United States Air Force
USAID	United States Agency of International Development
USAMC	United States Army Materiel Command
USAR	United States Army Reserve
USAREUR	United States Army, Europe
USARJ	United States Army, Japan
USARPAC	United States Army, Pacific
USARSO	U.S. Army Forces Southern Command
USG	United States Government
VAN	Value Added Network
VAT	Value Added Tax
VCSA	Vice Chief of Staff, Army
VHF	Very High Frequency
VIP	Very Important Person
VTC	Video Teleconferencing Center, Video Teleconference
WAN	Wide Area Network
WBS	Work Breakdown Structure
WLMP	Worldwide Logistics Modernization Program
WMSP	Worldwide Management & Staffing Plan
WMSP IBCT	World Wide Management and Staffing Plan, Interim Brigade Combat Team
WWTP	Wastewater Treatment Plant



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Logistics Civil Augmentation Program (LOGCAP)
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APPENDIX 4 (REFERENCES) to ANNEX N (INTERNAL OPERATING PROCEDURES) to LOGCAP CSP

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TABLE 1: JOINT, DOD & ARMY PUBS (EXCLUDING FMs)

<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CEW	ADMIN SVC	MWR
Joint PUB 1-02	DoD Dictionary Of Military And Associated Terms 12 Apr 2001	P											
Joint PUB 3-0	Doctrine For Joint Operations 1 Feb 1995		P										
Joint PUB 3-07	Joint Doctrine for Military Operations Other than War 16 Jun 1995		P										
Joint PUB 3-56	Tactical Command and Control Planning Guidance and Procedures For Joint Operations 01 Apr 1974 (with change 1, 16 May 1979)		P		A								
Joint PUB 4-0	Doctrine for Logistics Support of Joint Operations 6 Apr 2000		P		A								
Joint PUB 4-01	Joint Doctrine for the Defense Transportation System 17 Jan 1997				P								
Joint PUB 4-01.3	Joint Tactics, Techniques and Procedures for Movement Control 21 Jun 1996				P								
Joint PUB 4-02	Doctrine for Health Service Support in Joint Operations 26 Apr 1996								P				
Joint Test PUB 4-08	Joint Doctrine for Multinational Logistics 15 May 2001		P		A								
DOD 4145.19-R	Storage and Warehousing Facilities and Services 15 Jun 1978			P									
DOD 4500.32-R V1	Military Standard Transportation and Movement Procedures 15 Mar 1987 (with changes 1-5)					P							



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<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CE/W	ADMIN SVC	MWR
DOD 4500.32-R V2	Military Standard Transportation and Movement Procedures (MILSTAMP): Transportation Account Codes (TACS) 15 Feb 1987 (with changes 1-2)			P									
DOD 4525.6-C	DoD Postal Supply and Equipment Catalog 00 Apr 1990												P
DOD 4525.6-M V1	DoD Postal Manual (Volume I) 00 Dec 1989												P
DOD 5030.49.R	Customs Inspection 27 May 1977 (with change 1)										P		
DOD 5100.76-M	Physical Security of Sensitive Conventional Arms, Ammunition and Explosives 3 Feb 1983										P		
DOD 5220.22-C	Carrier Supplement to Industrial Security Manual for Safeguarding Classified Information 00 Oct 1986										P		
DOD 5220.22-M	National Industrial Security Program for Operating Manual 00 Jan 1995										P		
DOD 5220.22-R	Industrial Security Regulation 4 Dec 1985										P		
DOD 5220.22-S	COMSEC Supplement to Industrial Security Manual for safeguarding Classified Information 17 Mar 1988									A	P		
DOD 7420.13-R	Stock Fund Operation 1 Jun 1986			P									
AR 5-3	Installation Management and Organization 9 Oct 1992	P				A							
AR 5-9	Area Support Responsibilities 16 Oct 1998		P			A					A		
AR 11-2	Management Control 01 Aug 1994	P				A					A		
AR 11-11	(C) War Reserves (U) 1 Jun 1985			P									
AR 11-27	Army Energy Program 03 Feb 1997					P							
AR 25-1	Army Information Management 15 Jan 2000												
AR 25-30	The Army Publishing and Printing Program 21 Jun 1999									P			
AR 25-50	Preparing and Managing Correspondence 5 Mar 2001	P											
AR 25-51	Official Mail and Distribution Management 30 Nov 1992										P		
AR 25-400-2	The Modern Army Record Keeping System (MARKS) 1 Oct 2000	P											
AR 30-1	The Army Food Service Program 1 Jan 1985 (with changes 1-5)			A							P		
AR 30-5	Food Cost and Feeding Strength Summary 1 Nov 1985 (with change 1)			A							P		
AR 30-18	Army Troop Issue Subsistence Activity Operating Policies 04 Jan 1993			P									
AR 30-21	The Army Field Feeding System 24 Sep 1990			A							P		



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<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CEW	ADMIN SVC	MWR
AR 37-12	The Interfund Billing System 12 Aug 1985					P							
AR 37-103	Disbursing Operations for Finance and Accounting Offices 04 Dec 1987						P						
AR 40-5	Preventive Medicine 15 Oct 1990								P				
AR 40-61	Medical Logistics Policies and Procedures 25 Jan 1995			A					P				
AR 40-535	Worldwide Aeromedical Evacuation 1 Dec 1975 (with change 1)				A				P				
AR 40-538	Property Management During Patient Evacuation 01 Jun 1980				A				P				
AR 40-656	Veterinary Surveillance Inspection Of Subsistence 15 Oct 1986			A			A		P				
AR 40-657	Veterinary / Medical Food Inspection and Laboratory Service 06 Nov 1997			A			A		P				
AR 55-15	Land Transportation within Areas Outside the Continental United States 22 Jun 1973				P								
AR 55-38	Reporting Of Transportation Discrepancies in Shipment 31 Aug 1992			A	P								
AR 55-228	Transportation by Water of Explosives and Hazardous Cargo 30 Apr 1969 (with change 1, 05 Aug 1971)				P								
AR 55-355	Defense Traffic Management Regulation 31 Jul 1986 (Volumes 1-4)				P								
AR 58-1	Management, Acquisition, and Use of Administrative Use Motor Vehicles 10 Jun 1999				P						A		
AR 59-3	Air Transportation Movement of Cargo by Scheduled Military Air Transportation 2 Apr 2001				P								
AR 75-1	Malfunctions Involving Ammunition and Explosives 20 Aug 1993			P									
AR 115-11	Army Topography 30 Nov 1993					P							
AR 190-5	Motor Vehicle Traffic Supervision 8 Jul 1988										P		
AR 190-11	Physical Security of Arms, Ammunition, and Explosives 12 Feb 1998 (with change 1)			A							P		
AR 190-13	The Army Physical Security Program 30 Sep 1993										P		
AR 190-22	Searches, Seizures, and Disposition of Property 01 Jan 1983										P		
AR 190-30	Military Police Investigation 01 Jun 1978										P		
AR 190-40	Serious Incident Report 30 Nov 1993			A							P		
AR 190-45	Law Enforcement Reporting 20 Oct 2000										P		
AR 190-47	The Army Corrections System 15 Aug 1996										P		
AR 190-51	Security of Unclassified Army Property (Sensitive and Nonsensitive) 30 Sep 1993										P		
AR 195-5	Evidence Procedures 28 Aug 1992										P		



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<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CEW	ADMIN SVC	MWR
AR 200-1	Environmental Protection and Enhancement 21 Feb 1997			A		P			A				
AR 200-2	Environmental Effects of Army Actions 23 Dec 1988					P							
AR 210-10	Administration 12 Sep 1977 (with changes 1-2)	P				A					A		
AR 210-11	Installations – Billeting Operations 15 Jun 1983					P							
AR 210-50	Housing Management 26 Mar 1999 (with change 1)					P							
AR 210-130	Laundry and Dry Cleaning Operations 15 Apr 1993						P						
AR 215-1	Morale, Welfare and Recreational Activities and Non-Appropriated Fund Instrumentalities 25 Oct 1998												
AR 215-2	The Management and Operation of Morale, Welfare and Recreational Programs and Non-Appropriated Fund Instrumentalities 31 Oct 1986 (with changes 1-5)												
AR 215-3	Non-Appropriated Funds and Related Activities Personnel Policies and Procedures 20 Apr 1984 (with changes 1-14)												
AR 220-1	Unit Status Reporting 01 Sep 1997	P						A					
AR 310-25	Dictionary of U.S. Army Terms 15 Oct 1983 (with Change 1)	P											
AR 340-21	The Army Privacy Program 05 Jul 1985	P									A		
AR 380-13	Requisition and Storage of Information Concerning Non-Affiliated Persons and Organizations 30 Sep 1974	P								A	A		
AR 380-19	Information Systems Security 27 Feb 1998												
AR 380-40	(O) Policy for Safeguarding and Controlling COMSEC Information (U) 30 Jun 2000									P			
AR 380-49	Industrial Security Program 15 Apr 1982												P
AR 380-67	The Department of Army Personnel Security Program 9 Sep 1988												P
AR 381-12	Subversion and Espionage Directed Against the U.S. Army (SAEDA) 15 Jan 1993												P
AR 385-10	Army Safety Program 23 May 1988								A				P
AR 385-32	Protective Clothing and Equipment 31 Oct 1985			P									
AR 385-40	Accident Reporting and Records 01 Nov 1994			A									P
AR 385-55	Prevention of Motor Vehicle Accidents 12 Mar 1987												P
AR 385-64	U.S. Army Explosives Safety Program 28 Nov 1997												



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<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CEW	ADMIN SVC	MWR
AR 385-65	Identification of Inert Ammunition and Ammunition Components 15 Apr 1983			P									
AR 405-70	Utilization of Real Property 15 Sep 1993					P							
AR 415-16	Army Facilities Components Systems 17 Mar 1989					P							
AR 420-10	Management of Installation Directorates of Public Works 15 April 1997					P							
AR 420-17	Real Property and Resource Management 13 Dec 76 (with changes 1-2)					P							
AR 420-22	Preventive Maintenance and Self-Help Programs 6 Jul 1976					P							
AR 420-41	Acquisition and Sales of Utilities Services 15 Sep 1990					P							
AR 420-46	Water Supply and Wastewater 1 May 1992			A		P							
AR 420-47	Solid and Hazardous Waste Management 1 Dec 1984					P							
AR 420-49	Utility Services 28 Apr 1997					P							
AR 420-90	Fire and Emergency Services 10 Sep 1997					P					A		
AR 525-12	Non-Combat Evacuation 28 May 1973										P		
AR 570-9	Host Nation Support 09 Oct 1990	P	A		A				A		A		
AR 600-8-1	Army Casualty Operations / Assistance / Insurance 20 Oct 1994								A				P
AR 600-8-3	Unit Postal Operations 28 Dec 1989								P				
AR 600-8-6	Personnel Accounting and Strength Reporting 20 May 1994												P
AR 600-8-23	Standard Installation/Division Personnel System (SIDPERS) Database Management 01 Mar 92									P			A
AR 600-55	The Army Driver and Operator Standardization Program 31 Dec 1993											A	
AR 611-201	Enlisted Career Management Fields And Military Occupational Specialties 26 Jun 1995	P											
AR 640-30	Photographs for Military Personnel Files 01 Oct 1991												
AR 670-1	Wear and Appearance of Army Uniforms and Insignia 01 Sept 1992 (change 1 recinded)			P									
AR 700-8	Logistics Planning Factors and Data Management 27 May 2000	P	A	A	A	A	A	A	A	A			A
AR 700-15	Packaging of Materiel 31 Mar 1998			P									
AR 700-84	Issue and Sale of Personal Clothing 28 Feb 1994 (with changes 1-13)			P									
AR 700-127	Integrated Logistics Support 10 Nov 1999	P											
AR 700-128	Prime Power Program 05 July 1985											P	
AR 700-137	Logistics Civil Augmentation Program (LOGCAP) 16 Dec 1985	P	A										

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<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CEW	ADMIN SVC	MWR
AR 700-139	Army Warranty Program Concepts and Policies 10 Mar 1986							P		A			
AR 702-11	Army Quality Program 15 Apr 1979	P		A									
AR 702-12	Quality Assurance Specialist (Ammunition Surveillance) 15 Jul 1982		P										
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level 31 Oct 1997		P										
AR 710-3	Inventory Management Asset and Transaction Reporting System 31 Mar 98		P										
AR 715-27	Petroleum Contract Quality Assurance Manual 10 Oct 1988		P										
AR 725-50	Requisitioning, Receipt, And Issue System 15 Nov 1995		P										
AR 735-5	Policies and Procedures for Property Accountability 31 Jan 1998		P										
AR 735-11-2	Reporting of Item and Packaging Discrepancies 06 Dec 1991		P										
AR 740-3	Care of Supplies in Storage (COSIS) 26 Feb 1993		P										
AR 740-26	Physical Inventory Control 1 Jul 1980 (with change 1)		P										
AR 750-1	Army Materiel Maintenance Policy and Retail Maintenance Operations Control 01 Aug 1994							P					
AR 750-43	Army Test, Measurement, and Diagnostic Equipment Program 28 Nov 1997							P					
DA PAM 25-30	Consolidated Index of Army Publications and Blank Forms 01 Jul 2001									P			
DA PAM 25-91	Visual Information Procedures 31 Sep 1991									P			
DA PAM 75-5	List of Storage and Outloading Drawings for Ammunition 15 Oct 1984			P									
DA PAM 385-1	Small Unit Safety Officer/NCO Guide 22 Sep 1993										P		
DA PAM 385-3	Protective Clothing and Equipment 3 May 1976			P									
DA PAM 385-8	Safety Back Injury Prevention 1 Jun 1985												
DA PAM 385-64	Ammunition and Explosive Safety Standards 28 Nov 1997			P									
DA PAM 420-10	Space Management Guide 5 Feb 1987											P	
DA PAM 690-80	Use and Administration of Local Civilians in Foreign Areas during Hostilities 12 Feb 1971	P											
DA PAM 700-16	The Army Ammunition Management System 1 Dec 1982			P									
DA PAM 700-19	Procedure for the United States Army Munitions Reporting System 16 Apr 1993			P									
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures) 31 Dec 1997	P											
DA PAM 710-2-2	Supply Support Activity Supply System: Manual Procedures 30 Sept 1998			P									
DA PAM 738-750	Functional Users Manual for The Army Maintenance Management System (TAMMS) 01												P



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<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CEW	ADMIN SVC	MWR
	Aug94												
DA PAM 738-751	Functional Users Manual for The Army Maintenance Management System - Aviation (TAMMS-A) 15 Mar 1999							P					
DA PAM 750-10	U.S. Army Equipment Index of Modification Work Orders (24xMicrofiche) 1 Aug 1989							P					
DA PAM 750-35	Guide for Motor Pool Operations 01 Aug 1994							P					
SB 700-20	Army Adopted/Other Items Selected for Authorization/List of Reportable Items 1 Dec 2000							P					
SB 708-3	Department of Defense Ammunition Code (48 x Microfiche) 01 Jan 1988		P										
SB 725-12	Non-Expendable Reusable Shipping and Storage Containers 27 Jul 1984		P										
SB 742-1	Ammunition Surveillance Procedures 01 Jun 1998 (with change 1)		P										
SB 755-1	Disposition of Used Ammunition Packing Material and Certain Specified Ammunition Components 20 Mar 1981		P										
TM 1-1500-204-23-1	Aviation Unit Maintenance (AVUM) and Aviation Intermediate Maintenance (AVIM) Manual for General Aircraft Maintenance (General Maintenance and Practices) Vol. I 31 Jul 1992 (with change 1)							P					
TM 1-1500-204-23-2	Aviation Unit Maintenance (AVUM) and Aviation Intermediate Maintenance (AVIM) Manual for General Aircraft Maintenance (Pnedraulics Maintenance and Practices) 31 Jul 1992 (with changes 1-2)							P					
TM 1-1500-204-23-3	Aviation Unit Maintenance (AVUM) and Aviation Intermediate Maintenance (AVIM) Manual for General Aircraft Maintenance (Maintenance Practices for Fuel and Oil Systems) Vol. 3 31 Jul 1992 (with changes 1-2)							P					
TM 1-1500-328-23	Aeronautical Equipment Maintenance Management Policies and Procedures 30 Jun 1999							P					
TM 5-232	Elements of Surveying 01 Jun 1971										P		
TM 5-300	Real Estate Operations in Overseas Commands 10 Dec 1958										P		
TM 5-301-1	Army Facilities Component System-Planning (Temperate) 27 Jun 1986										P		
TM 5-301-2	Army Facilities Component System-Planning (Tropical) 27 Jun 1986										P		
TM 5-301-3	Army Facilities Component System-Planning (Frigid) 27 Jun 1986										P		
TM 5-301-4	Army Facilities Component System-Planning (Desert) 27 Jun 1986										P		



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<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CEW	ADMIN SVC	MWR
TM 5-302-1	Army Facilities Component System-Design 28 Sep 1973 (with changes 1-4)					P							
TM 5-302-2	Army Facilities Component System-Design 28 Sep 1973 (with changes 1-4)					P							
TM 5-302-3	Army Facilities Component System-Design 23 Sep 1973 (with changes 1-4)					P							
TM 5-302-4	Army Facilities Component System-Design 23 Sep 1973 (with changes 1-4)					P							
TM 5-303	Army Facilities Component System-Logistic Data And Bills Of Materiel 1 Jun 1986					P							
TM 5-304	Army Facilities Component System-User Guide 01 Oct 1990					P							
TM 5-315	Fire Fighting and Rescue Procedures in Theaters of Operation 20 Apr 1971					P							
TM 5-332	Pits And Quarries 10 Dec 1967					P							
TM 5-610	PM for Facilities Engineering, Buildings and Structures 01 Nov 1979					P							
TM 5-624	Maintenance and Repair of Surface Areas 27 Oct 1995					P							
TM 5-654	Maintenance and Operation of Gas Systems 30 Nov 1970					P							
TM 5-665	Operation and Maintenance of Domestic and Industrial Wastewater Systems 01 Jan 1982					P							
TM 5-682	Facilities and Engineering: Electrical Facilities Safety 8 Nov 1999					P							
TM 5-683	Facilities and Engineering: Electrical Interior Facilities 15 Dec 1995					P							
TM 5-684	Facilities and Engineering: Electrical Exterior Facilities 29 Nov 1996					P							
TM 5-704	Construction Print Reading in the Field 02 Jan 1969 (with change 1)					P							
TM 5-810-5	Plumbing 31 Aug 1993					P							
TM 5-814-5	Sanitary Landfill 15 Jan 1994					P							
TM 5-818-1	Soils and Geology Procedures for Foundation Design of Buildings and Other Structures (Except Hydraulic Structures) 15 Nov 1983					P							
TM 5-848-1	Gas Distribution 14 Dec 1990 (with change 1)					P							
TM 9-243	Use and Care of Hand Tools and Measuring Tools 12 Dec 1983 (with changes 1-2)							P					
TM 9-247	Materiel Used for Cleaning, Preserving, Abrading, and Cementing Ordnance Materials and Related Materials Including Chemicals 20 Oct 1960			P									
TM 9-1300-200	Ammunition, General 03 Oct 1969 (with changes 1-5)			P									
TM 9-1300-214	Military Explosives 20 Sep 1984 (with changes 1-4)			P									
TM 9-1300-250	Ammunition Maintenance 29 Sep 1969 (with changes 1-7)			P									



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<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CEW	ADMIN SVC	MWR
TM 9-1375-213-12	Operators and Organizational Maintenance Manual for Demolition Materials 30 Mar 1973 (with changes 1-18)			P		A		A					
TM 9-2610-200-14	Operator, Unit, Direct Support and General Support Maintenance Manual for Care, Maintenance, Repair, and Inspection of Pneumatic Tires and Inner Tubes 1 Sep 2000							P					
TM 10-8400-201-23	Unit and Direct Support Maintenance Manual for General Repair Procedures for Clothing 07 May 1990 (with changes 1-2)			P									
TM 11-6140-203-14-1	Operators, Organizational, Direct Support and General Support Maintenance Manual for Aircraft and Non-Aircraft Nickel-Cadmium Batteries (General) 14 Oct 1980							P					
TM 38-214	DOD Small Arms Serialization Program (DODSASP): Functional Users Procedures 20 Jul 81										P		
TM 38-L09-11	Users Manual for Maintenance Reporting and Management (MRM) 4 Feb 1985							P					
TM 43-0139	Painting Instructions for Army Materiel 27 Jul 1988 (with changes 1-3)							P					
CTA 50-900	Clothing and Individual Equipment 01 Sep 1994			P									
CTA 50-909	Field and Garrison Furnishings and Equipment 01 Aug 1993			P									
CTA 50-970	Expendable/Durable Items (Except: Medical, Class V, Repair Parts, and Heraldic Items) 21 Sep 1990			P									
TB MED 1	Storage, Preservation, Packaging, Packing, Maintenance, and Surveillance of Material; Medical Activities 15 Jun 1981								P				
TB MED 530	Occupational and Environmental Health Food Service Sanitation 28 Nov 1991							A	P				
TB MED 577	Occupational and Environmental Health Sanitary Control and Surveillance of Field Water Supplies 7 Mar 1986			A		A			P				
TB 9-2300-247-40	Tactical Wheeled Vehicles: Repairs of Frames 04 Dec 1990												
TB 38-750-2	Maintenance Management Procedures for Medical Equipment 12 Apr 1987 (with changes 1-3)								A	P			
TB 43-0002-Series	Maintenance Expenditure Limits (Various Dates)												
TB 43-0106	Aeronautical Equipment Army Oil Analysis Program (AOAP) 10 Apr 1987 (with changes 1-2)												
TB 43-0142	Safety Inspection and Testing of Lifting Devices 28 Feb 1997												
TB 55-1500-337-24	Phase Maintenance System for Army Aircraft 18 May 1984												



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<u>PUB NUMBER</u>	<u>PUB NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	CEW	ADMIN SVC	MWR
TB 55-9150-200-24	Engine and Transmission Oils, Fuels and Additives for Army Aircraft 30 Jul 76 (with changes 1-8)			P									
TB 600-1	Procedures for Selection, Training, Testing, and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by US Army Troop Support and Aviation Materiel Readiness Commands 25 July 1977 (with changes)				P								
TB 600-2	Procedures for Selection, Training, Testing, and Qualifying, and Licensing Operators of Construction Equipment, Materiel Handling Equipment and Armor-Vehicle-Launched Bridge (AVLB) Managed / Supported By U.S. Army Tank Automotive Materiel Readiness Command 28 Jun 79 (with changes)					P							
TB 750-25	Maintenance of Supplies and Equipment: Army Test, Measurement and Diagnostic Equipment (TMDE) Calibration and Repair Support (C&RS) Program 1 Mar 1997							P					



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TABLE 2: FMs in LEGACY NUMBER SYSTEM ORDER

LEGACY PUB NUMBER SYSTEM	JOINT PUB NUMBER SYSTEM	PUB NAME AND DATE	GENERAL	OPERATIO	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	GUARD SVC	CE/W	ADMIN SVC	MWR
FM 1-100	FM 3-04.100	Army Aviation Operations 21 Feb 1997		P	A										
FM 1-500	FM 3-04.500	Army Aviation Maintenance 27 Jan 1995							P						
FM 1-513	FM 3-04.513	Battlefield Recovery and Evacuation of Aircraft 27 Oct 2000							P						
FM 5-33	FM 3-34.330	Terrain Analysis 11 Jul 1990 (with change 1)	P												
FM 5-34	FM 3-34.310	Engineer Field Data 30 Aug 1999 (with change 1)					P								
FM 5-100	FM 3-34	Engineer Operations 27 Feb 1996					P								
FM 5-100-15	FM 3-34.226	Corps Engineer Operations 06 Jun 1995					P								
FM 5-102	FM 3-34.1	Counter mobility 14 Mar 1985					P								
FM 5-103	FM 3-34.112	Survivability 10 June 1985					P								
FM 5-104	FM 3-34.250	General Engineering 12 Nov 1986					P								
FM 5-105	FM 3-34.230	Topographic Operations 3 Sep 2000					P								
FM 5-114	FM 3-34	Engineer Operations Short of War 13 Jul 1992					P								
FM 5-116	FM 3-34.212	Engineer Operations: Echelons Above Corps 09 Feb 1999					P								
FM 5-125	FM 3-34.311	Rigging Techniques, Procedures, and Applications 03 Oct 1995 (with change 1)			A		P								
FM 5-134	FM 3-34.344	Pile Construction 18 Apr 1985					P								
FM 5-163	FM 3-34.471	Sewerage 15 Oct 1973					P								
FM 5-232	N/A	Topographic Surveying 27 Sep 1989					P								
FM 5-233	N/A	Construction Surveying 04 Jan 1985					P								
FM 5-250	FM 3-34.214	Explosives and Demolition 30 Jul 1998 (with changes 1-2)					P								
FM 5-277	FM 3-34.341	Bailey Bridge 09 May 1986 (with change 1)					P								
FM 5-424	FM 3-34.472	Theater of Operations Electrical Systems, 25 Jun 97.					P								



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LEGACY PUB NUMBER SYSTEM	JOINT PUB NUMBER SYSTEM	PUB NAME AND DATE	GENERAL	OPERATIO	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	GUARD SVC	CEW	ADMIN SVC	MWR
FM 5-430-00-1	FM 3-34.461	Planning and Design of Roads, Airfields, and Heliports in the Theater of Operations - Road Design 26 Aug 1994					P								
FM 5-430-00-2	FM 3-34.462	Planning and Design of Roads, Airfields, and Heliports in the Theater of Operations - Airfield And Heliport Design 29 Sep 1994					P								
FM 5-434	FM 3-34.464	Earthmoving Operations 15 Jun 2000					P								
FM 5-480	FM 3-34.484	Port Construction and Repair 12 Dec 1990					P								
FM 5-482	FM 3-34.485	Military Petroleum Pipeline Systems 26 Aug 1994			P		A								
FM 5-484	FM 3-34.481	Multi-Service Procedures for Well-Drilling Operations 08 Mar 1994			A		P								
FM 7-32	FM 3-21.31	Interim Brigade Combat Team (Coordinating Draft)	P												
FM 8-10	FM 4-02	Health Service Support in a Theater of Operations 01 Mar 1991								P					
FM 8-10-8	FM 4-02.8	Medical Intelligence in a Theater of Operations 07 Jul 1989								P					
FM 8-30	N/A	Veterinary Food Inspection Specialist 12 Aug 1986								P					
FM 8-55	FM 4-02.55	Planning for Health Service Support 09 Sep 1994								P					
FM 8-250	N/A	Preventive Medicine Specialist 27 Jan 1986 (with change 1)								P					
FM 9-6	FM 4-30.1	Munitions Support in Theater of Operations 20 Mar 1998			P										
FM 9-13	FM 4-30.13	Ammunition Handbook: Training, Techniques and Procedures for Munitions Handlers 1 Mar 2001			P										
FM 9-15	N/A	Explosive Ordnance Disposal Service and Unit Operations 08 May96			P										
FM 9-20	FM 4-30.13	Technical Escort Operations 03 Nov 1997			P										
FM 10-1	FM 4-20	Quartermaster Principles 11 Aug 1994			P										
FM 10-15	FM 4-20.06	Basic Doctrine Manual for Supply and Storage 12 Dec 1990 (with change 1)			P										
FM 10-16	FM 4-20.31	General Fabric Repair 24 May 2000			P										
FM 10-23	FM 4-20.2	Basic Doctrine for Army Field Feeding and Class I Operations Management 18 Apr 1996			P										



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**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

LEGACY PUB NUMBER SYSTEM	JOINT PUB NUMBER SYSTEM	PUB NAME AND DATE	GENERAL	OPERATIO	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	GUARD SVC	CEW	ADMIN SVC	MWR
FM 10-23-1	FM 4-20.51	Commander's Guide to Food Service Operations 17 Mar 1992			P										
FM 10-27	FM 4-20.1	General Supply in Theaters of Operation 10 Apr 1993			P										
FM 10-27-1	FM 4-20.02	Tactics, Techniques and Procedures for Quartermaster General Support Supply Operations 20 Apr 1993			P										
FM 10-27-2	FM 4-20.03	Tactics, Techniques and Procedures for Quartermaster Direct Support Supply and Field Service Operations 18 Jul 1991			P			A							
FM 10-27-3	FM 4-20.04	Tactics, Techniques and Procedures for Quartermaster Headquarters Operations 30 Oct 1990 (with change 1)		P											
FM 10-52	FM 4-20.21	Water Supply in Theaters of Operation 11 Jul 1990			P										
FM 10-52-1	FM 4-20.23	Water Supply Point Equipment and Operations 18 Jun 1991			P										
FM 10-67	FM 4-20.12	Petroleum Supply in Theaters of Operations 18 Feb 1983 (with change 1)			P										
FM 10-67-1	FM 4-20.12	Concepts and Equipment of Petroleum Operations, 2 Apr 1998			P										
FM 10-67-2	FM 4-20.13	Petroleum Laboratory Testing and Operations, 2 Apr 1997			P										
FM 10-286	N/A	Identification of Deceased Personnel 30 Jun 1976						P							
FM 11-2	FM 6-02.2	Command, Control, Communications and Computer (C4) Operations: Interim Brigade Combat Team (Coordinating Draft) Apr 2001		A							P				
FM 12-6	FM 1-0	Personnel Doctrine 09 Sep 1994		P								A		A	
FM 19-30	FM 3-19.30	Physical Security 8 Jan 2001			A	A	A	A	A	A	A	P	A	A	A
FM 19-40	FM 3-19.40	Enemy Prisoners of War, Civilian Internees and Detained Persons 27 Feb 1976 (New Title: MP Internment and Resettlement Operations)										P			
FM 20-32	FM 3-34.32	Mine/Countermine Operations 29 May 1998 (with change 1)		A				P							
FM 21-10	FM 4-25.10	Field Hygiene and Sanitation 21 Jun 2000								P					
FM 21-305	N/A	Manual for the Wheeled Vehicle Driver 27 Aug 1993													
FM 24-1	FM 6-02	Signal Support in Airland Battle 15 Oct 1990													P
FM 24-12	N/A	Communications in "Come As You Are" War 17 Jul 1990													P



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**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

LEGACY PUB NUMBER SYSTEM	JOINT PUB NUMBER SYSTEM	PUB NAME AND DATE	GENERAL	OPERATIO	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	GUARD SVC	CEW	ADMIN SVC	MWR
FM 42-414	N/A	Tactics, Techniques, and Procedures for Quartermaster Field Service Company, Direct Support, 03 Jul 1998						A							
FM 42-424	FM 4-20.07	Quartermaster Force Provider Company 6 Aug 1999		P			A								
FM 55-1	FM 4-01	Army Transportation Services in a Theater of Operations 03 Oct 95				P									
FM 55-10	FM 4-01.30	Movement Control in a Theater of Operations 09 Feb 1999				P									
FM 55-15	FM 4-01.15	Transportation Reference Data 27 Oct 1997				P									
FM 55-30	FM 4-01.40	Army Motor Transport Units of Operation 27 Jun 1997				P									
FM 55-50	FM 4-01.50	Army Water Transport Operations 30 Sep 1993				P									
FM 55-65	FM 4-01.011	Strategic Deployment 3 Oct 1995		A		P									
FM 63-2	FM 4-93.2	Division Support Command, Armored, Infantry, and Mechanized Infantry Division 20 May 1991	P												
FM 63-3	FM 4-93.3	Corps Support Command 30 Sep 1993	P												
FM 63-11	FM 4-93.31	Logistics Support Element Tactics, Techniques and Procedures 08 Oct 1996		P											
FM 63-20	FM 4-93.20	Forward Support Battalion 26 Feb 1990		P											
FM 63-21	FM 4-93.21	Main Support Battalion 07 Aug 1990		P											
FM 100-1	FM 1	The Army 14 Jun 2001	P												
FM 100-5	FM 3-0	Operations 14 Jun 2001		P											
FM 100-10	FM 4-0	Combat Service Support 03 Oct 1995	P												
FM 100-15	FM 3-92	Corps Operations 29 Oct 1996		P											
FM 100-16	FM 3-100.16	Army Operational Support 31 May 1995		P											
FM 100-17-2	FM 3-35.2	Army Pre-Positioned Land Operations 16 Feb 1999		P											
FM 100-17-3	FM 4-01.8	Reception, Staging, Onward Movement, and Integration, 17 Mar 99		P		A									
FM 100-20	N/A	Military Operations in Low Intensity Conflict 05 Dec 1990		P											
FM 100-21	FM 3-100.21	Contractors on the Battlefield 26 Mar 2000	P												



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Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN

LEGACY PUB NUMBER SYSTEM	JOINT PUB NUMBER SYSTEM	PUB NAME AND DATE	GENERAL	OPERATIO	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	GUARD SVC	CEW	ADMIN SVC	MWR
FM 100-23	FM 3-07.3	Peace Operations 30 Dec 1994	P												
FM 101-5	FM 5.0	Staff Organization and Operations 31 May 1997	P												



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**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

TABLE 3: FORMS

<u>FORM NUMBER</u>	<u>FORM NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	GUARD SVC	C/W	ADMIN SVC	MWR
DD Form 282	DoD Printing Requisition / Order Apr 1971 V2.0									P				
DD Form 314	Preventive Maintenance Schedule and Record Dec 1953 V1.01							P						
DD Form 362	Statement of Charges / Cash Collection Vouchers Jul 1993		P											
DD Form 518	Accident Identification Card Oct 1978							P			A			
DD Form 626	Motor Vehicle Inspection (Transporting Hazardous Materials) Sep 1998				P									
DD Form 836	Dangerous Goods Shipping Paper and Emergency Response Information of Hazardous Material Transported by Government Vehicles/Containers/Vessels Jan 2001				P									
DD Form 844	Request for Local Duplicating Service Feb 1989									P				
DD Form 1155	Order for Supplies and Services Apr 1993			P		A								
DD Form 1348	DoD Single Line Item Requisition System Document (Manual) Jul 1991		P		A									
DD Form 1348-1A	Issue Release / Receipt Document Jul 1991		P		A									
DD Form 1384	Transportation Control and Movement Document Sep 1998				P									
DD Form 1385	Cargo Manifest Nov 1978													
DD Form 1387	Military Shipping Label Sep 1998 (Available on DoD Web Site)			P	A									
DD Form 1387-2	Special Handling Data / Certification Jun 1986 (Available on DoD Web Site)			P	A									
DD Form 1608	Unsatisfactory Materiel Report (Subsistence) Oct 1988		P											
DD Form 1970	Motor Equipment Utilization Record Apr 1981							P						
DD Form 2026	Oil Analysis Request Mar 1999							P						
DD Form 2064	Certificate of Death (Overseas) 01 Apr 1977								P					
DD Form 2257	Designation/Termination MPC-FPC-COPE-PFO May 2000 (Available on DoD Web Site)		P											
DD Form 2259	Report of Audit Postal Accounts Jan 1982						P							
DD Form 2260	Unit Mail Clerks / Orderly Destination Log Jan 1982						P							
DD Form 2261	Registered Mail - Balance and Inventory Jan 1982						P							
DD Form 2273	Irregularities in Make-Up and Dispatch Of Mail Jan 1982						P							
DA Form 12-R	Request for Establishment of a Publications Account Apr 1996 V2.01*													P



**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

<u>FORM NUMBER</u>	<u>FORM NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	GUARD SVC	CEW	ADMIN SVC	MWR
DA Form 17	Requisition for Publications and Blank Forms Oct 1979 V3.0									P				
DA Form 137-R	Installation Clearance Record Dec 1992 V2			P										
DA Form 348	Equipment Operators Qualification Report (Except Aircraft) Oct 1964 V1.0							P						
DA Form 444	Inventory Adjustment Report Jan 1982 V1.0			P										
DA Form 1131-R	Prisoners Cash Account-Personal Deposit Fund Apr 1986 V1.0										P			
DA Form 1298	Due Out Record Jun 1982 V1.0			P										
DA Form 1352	Army Aircraft Inventory, Status, and Flying Hours Apr 1993 V2.0							P						
DA Form 1352-1	Daily Aircraft Status Record Apr 1993 V1.0							P						
DA Form 1687	Notice of Delegation of Authority - Receipt for Supplies Jan 1982 V3.0			P										
DA Form 2000-3	Installation Inventory Count Card Oct 1963 V1.0			P										
DA Form 2064	Document Register for Supply Actions Jan 1982			P				A						
DA Form 2402	Exchange Tag Dec 1985			P				A						
DA Form 2404	Equipment Inspection and Maintenance Worksheet Apr 1979 V1.10							P						
DA Form 2405	Maintenance Request Register Apr 1962							P						
DA Form 2406	Material Condition Status Report Apr 1993 V4.0							P						
DA Form 2407	Maintenance Request Jul 1994							P						
DA Form 2407-1	Maintenance Request Continuation Sheet Jul 1994							P						
DA Form 2408-4	Weapon Record Data Jan 1979			A				P						
DA Form 2408-5	Equipment Modification Record Oct 1991							P						
DA Form 2408-9	Equipment Control Record Oct 1972							P						
DA Form 2408-12	Army Aviators Flight Record Jan 1992 V1.0							P						
DA Form 2408-13	Aircraft Status Information Record Oct 1991 V1.0							P						
DA Form 2408-13-1	Aircraft Inspection and Maintenance Record Oct 1991 V1.0							P						
DA Form 2408-13-2	Related Maintenance Actions Record Oct 1997 V1.0							P						



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**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

<u>FORM NUMBER</u>	<u>FORM NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	GUARD SVC	CEW	ADMIN SVC	MWR
DA Form 2408-13-3	Aircraft Technical Inspection Worksheet Nov 1991 V1.0							P						
DA Form 2408-14	Uncorrected Fault Record Jun 1994							P						
DA Form 2408-15	Historical Record For Aircraft Oct 1991 V1.0							P						
DA Form 2408-17	Aircraft Inventory Record Nov 1991 V1.0							P						
DA Form 2408-18	Equipment Inspection List Oct 1997							P						
DA Form 2408-19	Aircraft Engine Turbine Wheel Historical Record Nov 1991 V1.0							P						
DA Form 2408-20	Oil Analysis Log Oct 1997							P						
DA Form 2409	Equipment Maintenance Log Apr 1962							P						
DA Form 2410	Component Removal and Repair/Overhaul Record Oct 1997		P											
DA Form 2415	Ammunition Condition Report Dec 1977 V1.0		P											
DA Form 2675-R	Certification of Work Incurred Injury or Disability (LRA) May 1982							A	P					
DA Form 2715-R	Unit Status Report Apr 1996							P						
DA Form 2717	Optical Laboratory Report Jun 1968							P						
DA Form 2765-1	Request for Issue or Turn-In Apr 1976 V1.0		P											
DA Form 3020-R	Magazine Data Card (LRA) Aug 1989 V1.01		P											
DA Form 3032	Signature Headcount Sheet Aug 1986 V1.0						P							
DA Form 3034	Production Schedule Aug 1984 V1.0							P						
DA Form 3034-1	Sensitive and High Dollar Item Disposition Aug 1984 V1.0		P											
DA Form 3151-R	Ammunition Stores Slip (LRA) Apr 1976 V1.0		P											
DA Form 3161	Request for Issue and Turn-In Dec 2000		P											
DA Form 3254-R	Oil Analysis Recommendation and Feedback (LRA) Nov 1980 V1.0							P						
DA Form 3266-1	Army Missile Materiel Readiness Report Apr 1993 V2.0							P						
DA Form 3294-R	Ration Request / Issue / Turn-In Slip Jun 1990 V1.0		P					A						
DA Form 3546-R	Control Record for Dining Facility Jan 1977 V1.0							P						
DA Form 3626	Vehicle Registration / Driving Record Jun 1978 V1.0				P									
DA Form 3643	Daily Issues of Petroleum Products Apr 1985 V1.0		P											



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**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

<u>FORM NUMBER</u>	<u>FORM NAME AND DATE</u>	GENERAL	OPERATION	SUPPLY	TRANS	ENGINEER	FLD SVC	MAINT	HEALTH	SIG & IM	GUARD SVC	CEW	ADMIN SVC	MWR
DA Form 3645-1	Additional Organizational Clothing and Individual Equipment Record Dec 1983 V1.0		P											
DA Form 3734-R	Customer Transaction Ledger Account (CTLA) Jan 1982 V1.0					P					A			
DA Form 3988-R	Dining Facility Equipment Replacement Record Aug 1985 V1.0						P							
DA Form 3997	Military Police Desk Blotter Dec 1998										P			
DA Form 4697	Department of Army Report of Survey Sep 1981 V1.0		P											
DA Form 4808-R	Table of Meal Rates (Regular Meal Rates) Aug 1984 V1.0						P							
DA Form 4999	Due-In Record Jan 1982 V1.0		P											
DA Form 5037-R	Inventory Control Listing (LRA) Feb 1982 V1.0		P											
DA Form 5203	DODIC/Master Lot Locator Record May 1983 V1.0		P											
DA Form 5409	Inoperative Equipment Report Apr 1987							P						
DA Form 5410	Unit Level Deadlining Parts Report Apr 1987		P											
DA Form 5519-R	Tool Sign Out Log / Register Apr 1986							P						
SF 91	Operator Report on Motor Vehicle Accidents Feb 1993				A			A			P			
SF 364	Report of Discrepancy (ROD) Feb 1980 V3.0		P											
SF 368	Product Quality Deficiency Report Oct 1985 (NSN 7540-00-133-5541)							P						



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**Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN**

TABLE 4: DOCUMENTS RELEVANT TO IRAQ'S ENERGY INFRASTRUCTURE

Publication Name	Publication Date	Publisher/Source
Jane's Sentinel Security Assessment; Iraq Special Report,	30 August 2002	Jane's Information Group
CIA World Fact Books (Iraq, Jordan, Kuwait, Syria, Saudi Arabia, Turkey)	2002	Central Intelligence Agency
Department of Energy Energy Information Administration Country Analyses Briefs (Iraq, Jordan, Kuwait, Syria, Saudi Arabia, Turkey)	2002	Department of Energy
Guide to Iraq's Oil Industry	August 2002	Collage compiled by Prof. J. Ramon Jimenez, University of Mexico
Iraq Blowout Contingency Plan	October 24, 2002	Boots & Coots
Iraq's Weapons of Mass Destruction	September 2002	British Government
Oil Exports under the United Nations Oil-For-Food Programme	2001 – 2002	United Nations
United Nations Expert Report (Iraq Oil Industry)	March 2000	United Nations
United Nations Resolution 687	November 7, 2002	United Nations

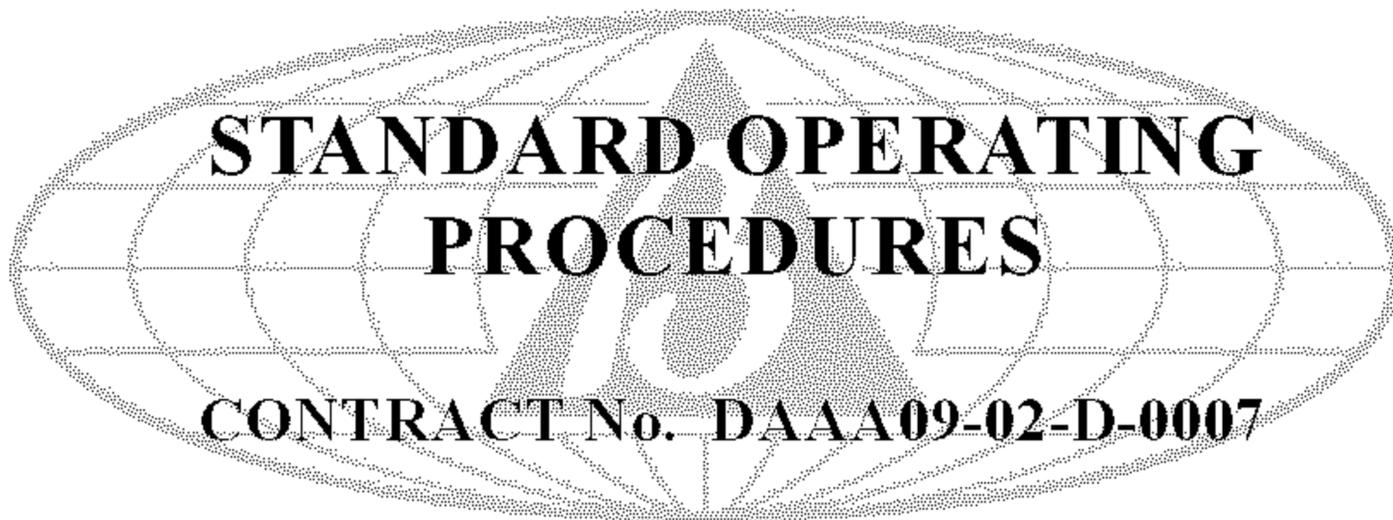


Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN

**APPENDIX 5 (BRS STANDARD OPERATING PROCEDURES) to ANNEX N
(INTERNAL OPERATING PROCEDURES) to LOGCAP CSP**

Published Separately

Brown & Root Services



Book 1



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Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>IDENT.NO.</u>
Book I	Base Camp Operations and Maintenance	SOP No. 1
Book I	Management and Administration Operations	SOP No. 2
Book I	Airfield Services Support	SOP No. 3
Book I	Hazardous Waste Management (HazMat) Operations	SOP No. 4
Book I	Laundry Services Operations	SOP No. 5
Book I	Food Service Operations	SOP No. 6
Book I	Class III Operations	SOP No. 7
Book I	Supply Support Activity (SSA) Operations	SOP No. 8
Book I	Equipment Maintenance Operations	SOP No. 9
Book I	Movements Operations	SOP No. 10
Book I	Transportation Operations	SOP No. 11
Book I	Sale of Government Property Operations	SOP No. 12
Book II	BRS OPSEC	SOP No. 21
Book II	BRS Security	SOP No. 22
Book II	BRS DCMA-approved Procurement System	SOP No. 23
Book II	BRS Property Control Procedures	SOP No. 24
Book II	BRS HSE policy	SOP No. 25
Book II	BRS HR Processing plan	SOP No. 26
Book II	BRS Quality Assurance plan	SOP No. 27



Brown & Root Services

**STANDARD OPERATING
PROCEDURES**

LOGCAP Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



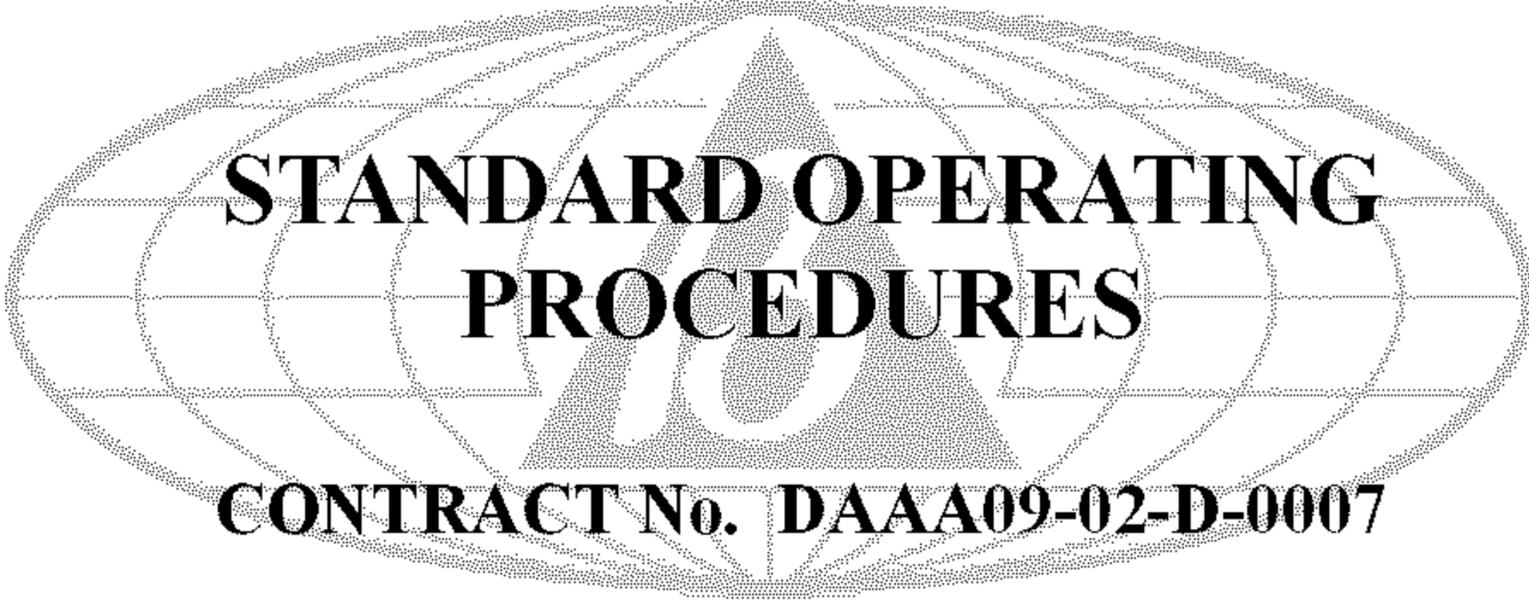
~~For Official Use Only (FOUO)~~

**Logistics Civil Augmentation Program (LOGCAP)
STANDARD OPERATING PROCEDURES**

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>IDENT.NO.</u>
Book 1	Base Camp Operations and Maintenance	SOP No. 1
Book 1	Management and Administration Operations	SOP No. 2
Book 1	Airfield Services Support	SOP No. 3
Book 1	Hazardous Waste Management (HazMat) Operations	SOP No. 4
Book 1	Laundry Services Operations	SOP No. 5
Book 1	Food Service Operations	SOP No. 6
Book 1	Class III Operations	SOP No. 7
Book 1	Supply Support Activity (SSA) Operations	SOP No. 8
Book 1	Equipment Maintenance Operations	SOP No. 9
Book 1	Movements Operations	SOP No. 10
Book 1	Transportation Operations	SOP No. 11
Book 1	Sale of Government Property Operations	SOP No. 12

Brown & Root Services



STANDARD OPERATING PROCEDURES

CONTRACT No. DAAA09-02-D-0007

Book 1

**Brown & Root Proprietary Data-Source Selection
Information-See FAR 3.104**

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



Brown & Root Services

FIRE AND EMERGENCY SERVICES STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
FIRE AND EMERGENCY SERVICES**

SOP No. 1A

References:

- LOGCAP 3 Support Contract – DACA78-97-D-0003 and its successions
- Statement of Work BOSNIA 3.3.20 – FIRE AND EMERGENCY SERVICES (F&ES) – WBS 465
- Statement of Work HUNGARY 3.2.11 – FIRE FIGHTING SERVICES – WBS 165
- Statement of Work KOSOVO 3.5.12 FIRE FIGHTING SERVICES – WBS K65
- Statement of Work MACEDONIA 3.4.15 FIRE FIGHTING SERVICES – WBS 765
- Department of Defense Instruction (DoDI) 6055.6, Fire and Emergency Services.

1.0 Purpose



**Logistics Civil Augmentation Program (LOGCAP)
FIRE AND EMERGENCY SERVICES**

SOP No. 1A

To establish, to the maximum extent possible, within the constraints of local requirements and specific Country Statements of Work (SOW), standardized Fire and Emergency Services (F&ES) operational procedures. These standardized procedures are applicable to the Balkan Support Contract, European Theater of Operations.

2.0 Scope

Continuous 24-hour F&ES are provided for locations throughout the Balkan Support Contract Theater of Operations as specified by each Country's SOW. Services generally include fire prevention and suppression functions for U.S. owned and/or leased facilities, structures, and airfield/aircraft rescue firefighting services.

3.0 Responsibilities

3.1 Theater Lead Fire Services Manager

Provides advice to the Theater Director on request for management and administration of the Theater F&ES Programs. Coordinates with other Country Fire Chiefs for the establishment and revision to the Theater F&ES Standard Operating Procedure (SOP). Visits and meets periodically with other Country Fire Chiefs to review fire/risk management trends, fire related and other topics of mutual concern and interest. Receives, reviews, and maintains fire report files and other F&ES Theater of Operations related activities as appropriate and/or as required by the SOW references or BRS policy.

3.2 Fire Chief

Responsible for implementing Theater SOP pertaining to the management and administration of local and site specific F&ES functions. Establishes tailored programs to meet unique operational needs, organizational structures and management preferences, based on manpower, equipment, geographical location and area(s) of responsibility. Assures compliance with applicable Country Statement of Work. Investigates and reports fires and F&ES related activities. Provides statistical, analytical, and fire loss information as appropriate to the Theater Lead Fire Services Manager.

3.3 Assistant Fire Chief

Responsible for implementing the Fire Chief's established program(s) and supervision of one or more of the following functional areas: Operations, Training, Prevention/Risk Management, and Logistics/Procurement.

3.4 Fire Crew Chief

Responsible for carrying out the instructions of the Assistant Fire Chief and the day to day operation and readiness of assigned resources.



**Logistics Civil Augmentation Program (LOGCAP)
FIRE AND EMERGENCY SERVICES**

SOP No. 1A

3.5 Firefighter

Accomplishes assigned tasks and follows instructions of the Fire Crew Chief to include driver/operator and firefighter duties and responsibilities.

3.6 Host Country Nationals

As permitted by recognized safety standards, local labor laws and/or codes, employment of Host Country National (HCN) personnel is encouraged. Appropriate training/certifications are required. Where employed, the Fire Chief determines the duties and responsibilities assigned to HCN employees.

4.0 Management/Administration

4.1 General Administration

The Fire Chief establishes programs to assure sound management and administration support of all F&ES operating sections.

4.1.1 Determine requirements for administrative functions including development of technical libraries, personnel training databases, fire organization activity data, and supporting files.

4.1.2 A Fire Alarm Communications Center (FACC) program is established that provides 24 hour continuous staffed operations for receiving emergency and non-emergency communications. FACC Operator duties include:

- Maintaining Log book entries
- Passing on emergency notifications
- Recall of personnel
- Emergency and non-emergency dispatch of resources
- Operating communications equipment
- Completing administrative reports and records as required.

4.1.3 Safety and Health Programs

Firefighter occupational safety, health, and physical conditioning programs are established.

4.2 Organizational Planning and Preparedness

The Fire Chief establishes programs to ensure the operational readiness and effectiveness of assigned manpower, equipment, and vehicles to support required activities during emergency and non-emergency operations.



**Logistics Civil Augmentation Program (LOGCAP)
FIRE AND EMERGENCY SERVICES**

SOP No. 1A

- 4.2.1 Determine the need and develop pre-incident plans for potential high fire/life/risk facilities, hazardous operations, and aircraft.
- 4.2.2 Establish a proficiency-training program commensurate with expected duties to be performed by fire protection personnel.
- 4.2.3 Develop policies and procedures to comply with recognized F&ES Minimum Qualification Standards and Certification Requirements.
- 4.2.4 Establish a vehicle and apparatus daily operational inspection and first echelon maintenance program to ensure a constant high state of readiness.

5.0 Prevention/Risk Management

5.1 Public Information and Education

The Fire Chief establishes programs to provide emergency reporting information, hazard awareness, fire extinguisher inspection/use and general fire safety training/education to the military customer and BRS community.

5.2 Facility Risk Management Surveys

The Fire Chief establishes programs to evaluate facilities and operations (fire risk management survey/building inspection) on a recurring basis to identify fire hazards and/or deficiencies within required military and BRS facilities.

5.2.1 Provide recommendations for corrective action based on National Consensus, DOD, and/or local standards for each identified hazard or deficiency.

5.2.2 Where applicable, develop procedures for performing fire engineering analysis or fire safety features review during initial design and plans review, construction phase review, and final acceptance of facilities.

5.3 Special/Seasonal Programs/Missions

Where applicable, develop plans, procedures and provide input, on request, to support Base/Installation wide exercise scenarios, special programs, special missions, seasonal campaigns and/or training.

5.4 Vehicle Risk Management

The Fire Chief establishes fire vehicle Risk Management stand-by services commensurate with requirements.

6.0 Emergency Operations



**Logistics Civil Augmentation Program (LOGCAP)
FIRE AND EMERGENCY SERVICES**

SOP No. 1A

6.1 General Emergency Operations

The Fire Chief establishes policies and procedures using National Consensus Standards and Department of Defense Instructions as guidelines for the safe operation, communications and selective response to structural, aircraft, vehicle, rescue, and medical emergencies.

6.2 Special Emergency Operations

The Fire Chief establishes policies and procedures for first responder response to special emergency operations such as confined space, high angle rescue, and hazardous material release or spill as applicable to local requirements.

6.3 Fire Suppression

Specific minimum number(s) of F&ES personnel and apparatus are required on-site to initiate firefighting and other emergency scene operations. The Fire Chief establishes programs covering specific fire and emergency services (minimum incident staffing, first/second alarm, agent re-supply) operations. Policies and procedures are developed to ensure availability of an adequate number of personnel to safely conduct these operations. Operations are limited to those that can be safely performed by the personnel at the scene.

6.4 Emergency Medical Response

Develop policies and procedures for maintaining organizational readiness to provide emergency medical services in compliance with local requirements and medical protocols.

6.5 Hazardous Material Response

Establish a program and policies for hazardous materials response at the appropriate level to assure compliance with local requirements. Procedures, response techniques and emergency responder training requirements are based on the functions members are expected to perform at a HAZMAT spill or release incident.

7.0 Fire Report Format

(See Enclosure 1)

Interim/Final Fire Report Format



Logistics Civil Augmentation Program (LOGCAP)
FIRE AND EMERGENCY SERVICES

SOP No. 1A

MEMORANDUM FOR: SEE DISTRIBUTION Date

Subject: Interim / Final Report of Fire

Installation: _____ Location: _____

Date of Fire: _____ Time of Fire: _____

Building #: _____ Apartment #: _____

Occupancy involved: _____ Cause of Fire: _____

Method of Alarm: _____

Army Loss: \$ _____ (Estimate) Non Army Loss: \$ _____

Army Exposure Value: \$ _____ (Estimate) Non Army Exposure Value: \$ _____

Responded Fire Department: _____

Mutual Aid received: Yes No from: _____

Responded Vehicles:

--	--	--	--
--	--	--	--
--	--	--	--

Injuries: Yes No Fatalities: Yes No

Person rescued by FD: Yes No

Military: Yes No Rank: _____ Civilian: Yes No

Age of Victim: _____ Sex: _____

Firefighter injured: Yes No Type of Injury: _____

Enclosure 1
(Cont.)

Alarm System provided: Yes No Type of System: _____



**Logistics Civil Augmentation Program (LOGCAP)
FIRE AND EMERGENCY SERVICES**

SOP No. 1A

Alarm System first indicator of Fire: Yes No

Operated at Fire: Yes No

Alarm System connected to Fire Alarm Communication Center: Yes No

Narrative:

Distribution:

- Project Manager
- Theater Lead Fire Services Manager
- USAREUR Fire & Emergency Services
- DPW, Director
- BRS Safety Office
- Chief, Fire and Emergency Services
- Tech Services, Fire and Emergency Services
- Fire Alarm Communication Center

Fire Control Operator on Duty: _____ Signature: _____

Assistant Fire Chief on Duty: _____ Signature: _____

Fire Chief:

Signature



Brown & Root Services

BILLETING OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
BILLETING OPERATIONS**

SOP No. 1C

This Standard Operating Procedure (SOP) is designed to establish guidelines for Billeting services.

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract.

3.0 Responsibilities

The Brown and Root Services (BRS) Billeting Desk is responsible for the day to day operations of the Billeting Mission.

4.0 Procedures

4.1 Permanent Billets

- 4.1.1 Incoming personnel must in-process with the military or designated representative where they receive all in-processing materials and all applicable briefings. In areas where there is no military assigned to this task BRS will perform all in-processing assistance and orientation briefings. These briefings will include information on the following where/when applicable:

- Camp Rules
- Uniform and Dress
- Special Orders
- DFAC hours of operation
- AAFES Services available
- Chapel Services
- Military Pay
- Post Office
- AID Station
- MWR
- General Orders

- 4.1.2 Individuals will sign for the key to their assigned billet. When/Where applicable BRS will provide linen services to include laundering services. Billeting space will be allocated per local military billeting policies.



**Logistics Civil Augmentation Program (LOGCAP)
BILLETING OPERATIONS**

SOP No. 1C

- 4.1.3 Billeting records are updated upon arrival of new personnel to maintain an accurate count of billeted soldiers/authorized personnel and location in case of emergencies.
- 4.1.4 It is the responsibility of the military or designated representative to notify BRS Billeting when someone is departing. Billets will be inspected by the designated representative or a BRS representative, when applicable, prior to out processing. Identified deficiencies will be reported to the military or designated representative or to BRS.

4.2 Transient Billets

- 4.2.1 Billeting space will be allocated per local military billeting policies. Upon arrival a BRS representative or military representative will perform the applicable arrival briefings and orientations as required.
- 4.2.2 Billeting records will be updated to reflect the number of personnel, location, date of arrival and departure. BRS maintains an inventory of tents, facilities and their contents. Occupants are not authorized to remove or relocate any items in the tents or facilities without prior military or BRS approval.
- 4.2.3 Upon departure occupants will out process through BRS or the military designated representative. Tents or facilities will be inventoried to ensure that all of the contents remain and that there is no damage to the contents or structure. Any discrepancies will be reported to the individual unit Commander, ISG, or the designated representative.

4.3 Key Control

- 4.3.1 Where applicable, BRS is responsible for securing, issuing and retrieving keys for billets. The BRS billeting office will retain the proper number of keys for billets based on the capacity of each billet.
- 4.3.2 Lost keys will be replaced according to the current military policy and only with the approval of the designated representative.
- 4.3.3 Keys will be labeled by building and room number. Keys will be tagged, stored and secured for ease of access and accountability.

5.0 Terrain Management

Terrain Management Services shall be provided as required.



Brown & Root Services

CUSTODIAL SERVICES FOR LATRINES AND SHOWERS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
CUSTODIAL SERVICES**

SOP No. 1D

1.0 Purpose

To establish procedures for custodial services of latrines, showers and portable toilets.

2.0 Scope

This SOP is applicable to the LOGCAP 3 Support Contract.

3.0 Procedures

A daily schedule will be maintained for the cleaning, disinfecting and replenishment of supplies and other services required to maintain all areas to acceptable standards.

3.1 Latrines and Common Areas

- Latrines and common areas will be inspected daily.
- Showers, toilets urinals and sinks will be cleaned twice daily with a disinfectant and or scouring powder to remove soils and mold. Shower curtains will be washed weekly.
- Each toilet will receive two rolls of paper as needed.
- Paper towels will be placed in each unit as they need replenishment.
- Mirrors will be cleaned daily with a non-streaking cleaner.
- Floors will be swept and mopped twice daily with a general purpose cleaner.
- Windows will be cleaned once weekly with a non-streaking cleaner.
- Baseboards, doors, light switches and dust collecting surfaces will be cleaned with a general purpose cleaner weekly or as needed based on environmental conditions.
- Fans will be cleaned weekly or as needed based on environmental conditions by the O&M electricians.
- Exterior steps and porches will be swept and mopped twice daily or as needed based on environmental conditions.



**Logistics Civil Augmentation Program (LOGCAP)
CUSTODIAL SERVICES**

SOP No. 1D

- All latrines designated for service will contain check sheets for cleaning to identify the day and time of service and the initials of one of the cleaner's who performed the service.

3.2 Portable Toilets

- Waste will be removed from units by a sanitation Service Truck (SST) on a daily basis, and removed to an approved location for disposal.
- All units will be cleaned and sanitized daily or more frequently when conditions warrant, and provided with two rolls of paper as necessary.
- All units will contain a service check sheet for SST and a separate check sheet for cleaning to identify the day and time of service.
- All units will be numbered for serviceability.
- All units will contain an anti-freeze solution during winter months.

3.3 Latrine waste will be removed by SST from latrines, if applicable hauled to an approved location and disposed of for appropriate treatment.

3.4 Gray water from shower units and dining facilities will be removed by SST and hauled to an approved location and disposed of by appropriate treatment or discharged into established and approved locations where feasible.



Brown & Root Services

IDENTIFICATION CARD PRODUCTION STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
IDENTIFICATION CARD PRODUCTION**

SOP No. 1E

To establish procedures for the Brown and Root Services (BRS) operation of the Identification (ID) Production Mission.

2.0 Scope

This Standard Operating Procedure (SOP) outlines the procedures pertaining to the issuing procedures, management, accountability reporting and inventory of Identification Cards (IDs) within the LOGCAP 3 Support Contract.

3.0 Hours of Operation

The Card Issuing Center (CIC) will be open to conduct business 7 days a week or as directed by the ACO.

4.0 Procedures

4.1 Issuing

- BRS will issue badges when the appropriate (approved) documentation is presented by the individual. The types of badges and badge restrictions issued to the individual will be identified by the client.

4.2 Management and Accountability

- A record that reflects the receipt, issue and destruction of each ID card will be maintained.

4.3 Reporting

- Reports shall be submitted as required.

4.4 Inventory

- BRS will maintain a badge inventory based on requirements provided by the client.

5.0 Security

All ID card stock shall be stored in the CIC office safe.



Brown & Root Services

MATERIAL HANDLING EQUIPMENT STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
MATERIAL HANDLING EQUIPMENT**

SOP No. 1F

The purpose of this Standard Operating Procedure (SOP) is to prescribe the procedures for the Brown and Root Services (BRS) Material Handling Equipment (MHE) Section in LOGCAP 3 operations.

2.0 Scope

This SOP applies to the LOGCAP 3 Contract.

3.0 Overview

The MHE Section provides RTCH, MHE, Manlift, Forklift support for BRS, Army and other government missions.

4.0 Procedures

4.1 Missions will not be performed without an approved TMR or a task number.

4.2 All mission requests must be received in advance to allow for proper planning and scheduling.

4.3 MHE

4.3.1 All MHE operations will be in reference to BRS safety standards.

4.3.2 Only qualified operators, designated in writing shall operate MHE. This documentation must be on file at the job site. MHE operators will test all controls for proper operation at the beginning of each workday or shift.

4.3.3 All parts of MHE, including loads hoisted, will be kept at least 10 feet from energized overhead electrical lines or equipment. Minimum clearance varies according to line voltage.

4.3.4 Every MHE will have the following documents with them at all times:

- A copy of the operating manual developed by the manufacturer for the specific make and model of MHE; a copy of the operating manual for any MHE operator aids with which the MHE is equipped.
- The load rating chart for the MHE, which will include:
 1. The MHE make and model, serial number and year of manufacture.
 2. Load ratings for all MHE operating configurations, including optional equipment.



**Logistics Civil Augmentation Program (LOGCAP)
MATERIAL HANDLING EQUIPMENT**

SOP No. 1F

3. Wire rope type, size and weaving; line pull, line speed and drum capacity.
 4. Operating limits in windy or cold weather conditions.
- The MHE operator's log chart and checklist will be used to record operating hours and all MHE inspections, tests, maintenance and repair. The dispatch will be updated daily as the MHE is used and will be signed by the operator and supervisor; service mechanics shall sign the log after conducting maintenance or repairs on the MHE.

4.3.5 Communications

- A standard signal system will be utilized when operating MHE.
- In situations where the operator cannot see the load, radio communications will be used.

4.3.6 Inspection of MHE and derricks will be in reference with the manufacturer's recommendations.

Performance Load Tests

MHE will be load tested:

- Prior to initial use of the MHE in which load sustaining parts have been altered, replaced or repaired (excluding replacement of the rope),
- Annually.

4.3.7 Based on the MHE Supervisor's determination, or when a lift will exceed 75% of the load chart, a critical lift plan will be prepared. The plan will be reviewed and signed by all personnel involved in the lift.

4.3.8 Environmental Safety Considerations

- MHE will not be operated when wind speeds at the top of the MHE approach the maximum allowable wind velocity per manufacturer recommendation.
- Operations during adverse weather conditions or reduced visibility shall be performed at reduced functional speeds and with signaling means appropriate to the situation.
- When conditions are such that lightning could occur, MHE operations should cease.



**Logistics Civil Augmentation Program (LOGCAP)
MATERIAL HANDLING EQUIPMENT**

SOP No. 1F

- For night operations, lighting will be adequate enough to illuminate the working area while not interfering with the operator's vision.

4.3.9 Outriggers

- Outriggers will be utilized at all times during lifting operations or when moving the boom. Out riggers will be fully extended and set to remove the machines weight from the tires.
- Blocking under outriggers floats will meet the following requirements:
 - Sufficient strength to prevent crushing.
 - Bending or shear failure.
 - Thickness, width and length should completely support the outrigger, transmit the load to the supporting surface and prevent shifting, toppling or excessive settlement under load.

4.3.10 Barricades

When an obstruction is necessary to deter pedestrian or vehicle traffic barricades will be utilized.

4.4.0 Maintenance

Organizational maintenance will be performed by the operator according to maintenance manual provided by the manufacturer.

Support maintenance will be coordinated by the BRS mechanic to the BRS supporting Direct Support Activity.



Brown & Root Services

REFUSE & SOLID WASTE PICK-UP AND DISPOSAL STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
REFUSE AND SOLID WASTE**

SOP No. 1G-1

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish procedures for the pick-up and disposal of refuse & solid waste accumulated at Brown & Root Services (BRS) supported sites.

2.0 Scope

This SOP is applicable to the LOGCAP 3 Support Contract (BSC). Refuse is defined as trash accumulated in dumpster bins, while solid waste includes, but is not limited to, construction scrap (wood and metals), tires and plastics. Bio-medical waste and hazardous material (HAZMAT) waste are not a part of this scope and are addressed separately.

3.0 Procedures

- 3.1 The BRS Refuse & Solid Waste Section provides daily pick-up and disposal of solid waste.
- 3.2 Schedules will be established based on volume of trash produced throughout the course of a twenty-four hour period. For remote operated sites, the client's designated representative will coordinate their requirements with BRS.
- 3.3 Dumpsters will be provided for each BRS-operated camp as requested. For remote operated sites, the clients designated representative coordinates their requirements with BRS.
- 3.4 Vehicles picking up refuse & solid waste will comply with all safety requirements, regulations and procedures.
- 3.5 BRS will provide a refuse and solid waste report each 24-hour period, showing the location and magnitude of service performed.
- 3.6 Disposal of refuse and solid waste will be at designated locations.
- 3.7 All operators will maintain a log for trash collected by location that they service.
- 3.8 **Inspection of Dumpsters**
 - All dumpsters will be inspected as determined necessary for each location. The only exception will be those containers at remote locations that must be checked by the equipment operator prior to servicing each dumpster.



**Logistics Civil Augmentation Program (LOGCAP)
REFUSE AND SOLID WASTE**

SOP No. 1G-1

- All inspections conducted will be documented on a log.
- BRS dumpster inspector will notify a designated BRS supervisor or client personnel in the event an unidentified hazard is found. Information will be collected to include:
 1. Site location
 2. Inspectors name and badge #
 3. Dumpster number and more specific location
 4. Date, time
 5. Items found
 6. Disposition of items
- BRS dumpster inspector will not handle explosives or unidentified hazards
- Trashcans will be inspected prior to emptying contents into dumpsters by opening the lid, visually inspecting contents and identifying any visible hazard.
- With a stick or a shovel carefully move the trash around while looking for hazards.
- Carefully break open bags that appear to contain hazardous materials.
- Ensure inspectors take the necessary precautions in the event of an emergency.
- Position the worker on a sturdy surface i.e.: edge of dumpster or ladder, ensuring the ladder is secured.
- All hazardous materials will be handled according to the particular directions at each camp or location.
- Site managers will contact camp mayors immediately when ammunition or explosives are discovered.
- In the event that the Camp Mayor is not available the Military Police and EOD team will be notified.
- BRS personnel will evacuate area and keep personnel away.
- Signs will be placed near every dumpster alerting all users of their responsibility for proper disposal of hazardous materials. Signs will list items and state:



~~For Official Use Only (FOUO)~~

**Logistics Civil Augmentation Program (LOGCAP)
REFUSE AND SOLID WASTE**

SOP No. 1G-1

WARNING

All hazardous materials must be properly disposed of.

DO NOT PLACE HAZARDOUS MATERIAL IN DUMPSTERS. IF YOU DO NOT KNOW WHERE TO DEPOSIT MATERIAL OR ARE UNSURE, CONTACT CAMP MAYOR OR THE BROWN & ROOT OFFICE

PROHIBITED ITEMS:

- **Propane cylinders - any type**
- **Fuel cans - any type**
- **Aerosol cans**
- **Paints**
- **Fuels/Oils**
- **Chemicals**
- **Ammunition**
- **Explosives**
- **Flammables**
- **Any other hazardous material**



Brown & Root Services

INCINERATION OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
INCINERATION OPERATIONS**

SOP No. 1G-2

To establish guidelines and procedures for the incineration of solid waste and bio-medical waste collected at Brown and Root Services (BRS) Support sites.

2.0 Scope

These Standard Operating Procedures apply to the LOGCAP 3 Support Contract.

3.0 Responsibilities

BRS is responsible for the overall development and implementation of all collection and disposal procedures and, when tasked, for the supervision of the incinerator site, maintenance of each incinerator, and for monitoring performance and compliance.

4.0 Procedures

4.1 Bio-Medical Waste Operations

- 4.1.1 BRS will collect and handle bio-medical waste for pick up and delivery to the incinerator site.
- 4.1.2 All personnel requesting the destruction of bio-medical waste must coordinate with BRS.
- 4.1.3 Under no circumstances will bio-medical waste be disposed of in a landfill, solid waste incinerator, or placed in dumpsters.
- 4.1.4 BRS will maintain a log of all bio-medical waste deliveries.
- 4.1.5 No controlled substances or medicines will be handled, transported or disposed of by BRS personnel. If a controlled substance requires disposal, a designated member of the military unit generating the waste will escort the substance. Only the military unit representative will handle the controlled substance.

4.2 Bio-Medical Incineration Procedures

- 4.2.1 The residue ash will remain in the incinerator for at least 24 hours prior to removal to a metal container.



**Logistics Civil Augmentation Program (LOGCAP)
INCINERATION OPERATIONS**

SOP No. 1G-2

4.2.2 The ash will be stored in a metal container for at least 24 hours prior to final disposal in the municipality dump.

4.3 Incinerator Operation and Maintenance

Operation and maintenance procedures will be conducted in accordance with manufacturer's instructions. Additional safety precautions will be taken during inclement weather (i.e., high wind speeds, storms), up to and including shutdown of operations.

4.4 Solid Waste Operations

4.4.1 All customers will check in with the incinerator site supervisor.

4.4.2 BRS will maintain a record of all deliveries.

4.4.3 Solid waste will be spot-checked to avoid hazardous waste, bio-medical waste, batteries, explosives or POL being discarded as solid waste.

4.4.4 The BRS Incinerator site is a designated hard hat and eye protection area.

4.4.5 The BRS Incinerator site supervisor will ensure that all solid waste is discarded in designated areas and that the site is kept clean of loose debris.

4.4.6 Solid Waste Incinerator Procedures

4.4.6.1 The operator must ensure that the incinerator is at full burn before loading solid waste.

4.4.6.2 The doors of the incinerator are only opened during loading operations, when cleaning residue from the incinerator or when allowing the unit to cool in preparation for cleaning.

4.4.6.3 Once a day the incinerator will be shut down to remove the ash and other residue. Prior to removal from site, all residual ash must be cold or doused with water to ensure there are no hot ashes. Residual ash may only be removed to a BRS approved dumping area.

4.4.6.4 All fuel must be stored correctly and placed in a designated safe area. The incinerator site supervisor will enforce the no



**Logistics Civil Augmentation Program (LOGCAP)
INCINERATION OPERATIONS**

SOP No. 1G-2

smoking rule near fuel and ensure that all workers are fully aware of the safety rules concerning fuel handling.

- 4.4.7 Solid Waste Incinerator Operation and Maintenance will be conducted in accordance with manufacturer's instructions.



Brown & Root Services

SELF-HELP DESK STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
SELF-HELP DESK**

SOP No. 1H

To develop and manage an effective Self-Help Store (SHS) for the purpose of allowing soldiers to improve their living area to foster a feeling of pride and ownership.

2.0 Scope

2.1 Brown and Root Services (BRS) will operate the Self-Help Store (SHS) from which material, loaner tools, and technical support are provided in a timely manner to base customers who want to perform self-help work.

2.2 Records will be kept of all projects including bill of materials (BOM) and tools issued. Monthly reports will include materials and tools issued, current materials and tools available, and projects developed and executed for the month.

3.0 Procedures

3.1 Tools

3.1.1 Tools will be stored in a room with controlled access. The requesting individual should sign for all tools issued. The requesting party will be held accountable in the event of loss or stolen tools.

3.1.2 Tools shall be issued out for a period not to exceed 72 hours. After 72 hours, tools not returned will be brought to the attention of the shop supervisor and investigated. The Self-Help clerk checks to ensure that all tools are returned in a clean and serviceable condition.

3.2 Consumable Materials

3.2.1 The Self-Help Clerk shall provide materials to base customers that do self-help work within their capabilities. The Self-Help Clerk shall keep on hand a **current approved** inventory list of consumable materials that can be issued out to the requesting base customer.

3.2.2 The Self-Help Clerk will keep a record of requested materials/items that are not on the authorized stockage list and once a month present to DPW for approval to be added to the stockage list.

3.2.3 The requesting individual will sign for all consumable materials issued on a material request form. The Self-Help Clerk will distribute quantities that represent the minimum amount required to accomplish the task. This amount will be determined by the task being performed, supply on hand, and cost of the consumable item.



**Logistics Civil Augmentation Program (LOGCAP)
SELF-HELP DESK**

SOP No. 1H

3.2.4 The Self-Help Clerk shall perform a daily material inventory. Results of these inventories shall be the basis for **bimonthly** warehouse requisitions being tuned in to BRS warehouse. The BRS warehouse manager will requisition only materials that are available from the DOD/GSA supply system to support the stockage level.

3.2.5 BRS will submit **bimonthly** requests to DPW for local purchase by JCC, for supplies and materials that are not available from government supply sources. **Once approved the Self-Help Clerk will contact vender to order items and monitor back orders to insure receipt of items in a timely manner.**

3.3 BRS Support

3.3.1 BRS will provide basic supervision and guidance on self-help projects, to include project development, training the customer when necessary, and developing bill of materials for projects.

3.3.2 BRS will provide support to pre-cut lumber to be used for self-help kits and projects. This assistance is for the sole purpose of conserving resources.

3.4 Approval Process

3.4.1 The Self-Help Clerk has the authority to approve minor self-help requests (i.e. 10 wood screws, pair of hinges, hammer and nails, can of spray paint). A request is considered minor if the material request is less than \$20 and the request is not a change to a permanent facility.

3.4.2 Permanent Facility improvements and self-help requests over \$20 must be sent to DPW for approval before materials and tools can be issued by the SHS. Upon approval, self-help personnel shall issue materials. Depending on the availability of materials, the customer will be given a tentative delivery time. If any BRS support is required, the SHS will schedule with the appropriate BRS personnel.

3.4.3 Customers are required to provide a detailed description of work to be performed with support justification in the form of sketches, site plans, and a list of materials. Self-help personnel should review and assist the customer in determining requirements and getting approval with appropriate agencies based on type of work to be done to help speed up the process.

3.4.4 Customers are requested to return all unused consumable materials including spent paint cans for proper disposal once their self-help



**Logistics Civil Augmentation Program (LOGCAP)
SELF-HELP DESK**

SOP No. 1H

project is complete. The Self-Help Clerk will then return surplus materials back into stock to be re-issued. Old paint cans will be turned in as hazardous waste and disposed of properly.



Brown & Root Services

SEPTIC WASTE COLLECTION AND DISPOSAL STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
SEPTIC WASTE**

SOP No. 1I-1

1.0 Purpose

To establish guidelines and procedures for septic waste collection and disposal operations.

2.0 Scope

This Standard Operating Procedure applies to the LOGCAP 3 Support Contract.

3.0 Procedures

3.1 Ablution Units/Septic Holding Tanks

- Brown and Root Services (BRS) is responsible for the collection, transport and disposal of septic waste from AB units and septic waste holding tanks.

3.2 Portable Toilets

- BRS will collect all septic waste materials from portable toilets.
- Portable toilets placed in remote areas will be cleaned, serviced and material re-supplied by BRS.
- Sanitation Service Truck (SST) operators will sign the SST Service Check Sheet after each unit is serviced.

3.3 Portable Toilet Chemical Solution

- The chemical solution for the portable toilets will be replaced in each unit after removal of waste.
- If required, a non-freezing chemical solution will be used. Solution must be compatible with Waste Water Treatment Plants.
- The amount of solution used will be in accordance with the manufacturer's recommendation.

3.4 HazMat Support

- SST will support HazMat clean ups when requested. Proper cleaning procedures before and after HazMat support is mandatory.



**Logistics Civil Augmentation Program (LOGCAP)
SEPTIC WASTE**

SOP No. 1I-1

3.5 Support Missions

- SST will support other camp missions and remote sites when requested.
- Water accumulated around generation equipment
- Spills

4.0 Waste Disposal

- 4.1 Each individual SST vehicle has a capacity rating and load gage/meter to determine the amount of waste that is collected. All vehicles maintain a collection log for each camp or location they service. The log records time, location and quantity of waste collected.
- 4.2 Grease from DFAC facilities will not be disposed of in Waste Water Treatment supported systems unless specifically approved. (location dependent)
- 4.3 If subcontracted: When the SST vehicle enters the commercial disposal site they are given load receipt slips to determine the charge for each vehicle. Load receipt slips are turned into the SST supervisor after each shift change. The SST supervisor forwards the load receipt slips to the Procurement office.



Brown & Root Services

WASTEWATER OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
WASTEWATER OPERATIONS**

SOP No. 1I-2

To establish procedures for the Wastewater Treatment System Facilities.

2.0 Scope

This Procedure covers Wastewater Treatment System Facility and equipment operations within the LOGCAP 3 Support Contract.

3.0 System Description

- The wastewater treatment system is designed to process wastewater. The treated wastewater, having achieved acceptable C-BOD-5, COD, and TSS characteristics will then be disposed of.
- Black and Grey wastewater is transferred from various points of discharge to lift stations and pumped to the sewage treatment plants. The line enters the plants under pressure. The wastewater flows through static screens, where solids greater than 0.08 inches are removed. The screened water falls into the screen tanks.
- The screen tanks are a temporary holding basin that is pumped to the equalization tanks. Particles may also settle in the screen tank, so aeration is supplied to keep these tanks well mixed. Submersible pumps with auto level float switches transfer the wastewater from the screen tanks to the equalization tanks.
- The equalization tank is a balancing tank that aids in normalizing the incoming wastewater flow and concentrations. Subsurface fine pore diffusers aerate the equalization tank. The fine pore diffusers are arranged on a piping grid in a configuration that ensures uniform aeration throughout the entire tank.
- Suction centrifugal solids handling pumps (operating and standbys) are interlocked to auto float level switches. The stream/s flow from the equalization tank to trickling filter (TF) tank/s. The wastewater is then recycled to the top of the TF towers and trickles down through the towers and collects in the TF tank. The TF tank is aerated with fine pore diffusers.
- Wastewater is distributed evenly over the top of the trickling filter tower. The trickling filter treatment is achieved through attached growth biological methods by a film of bacteria, which grows as slime on the filter media.
- From the TF tower and tank, fluid is either recycled through the tower or flows to the Extended Aeration (EA) tanks. In the EA tank aeration by subsurface diffusers enhances the dissolved oxygen levels through the wastewater,



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facilitating further biodegradation of the wastewater through suspended growth biological methods by bacterial flocs (colonies) suspended in the wastewater.

- The wastewater from each of the EA tanks is fed by gravity to two secondary clarifiers where bio-solids or biological sludge is allowed to settle out. The supernatant, or clarified effluent, is allowed to overflow to the chlorine contact tanks. The biological sludge is either recycled to the Extended Aeration tank to maintain proper biological solid levels or pumped to the sludge holding tank as waste activated sludge.
- The sludge holding tank/s is an aerated tank and is used for thickening the sludge by constant supply to oxygen. The overflow fluid from the sludge holding tank (supernatant) is recycled to the extended aeration tank.
- Constant aeration and sludge recycling within the sludge holding tank concentrates the solids content in the holding tank. The bottom sludge is periodically pumped to an aerobic sludge digester tank for further digestion and concentration of sludge. The aerobic sludge digester is a completely aerated tank.
- The hydraulic powered sludge press squeezes excess water out of the sludge and forms it into cakes for disposal.

4.0 Wastewater Treatment Procedure

- Equipment will be operated in reference to Technical Manuals provided with the equipment.
- Wastewater will be treated in reference to the US Federal Water Pollution Control Act, 40 CFR part 136 and amendments thereto, - Standard Methods for the Evaluation of Water and Waste WATER.
- Water will be tested for chlorine and pH, 4 times daily. Wastewater treatment systems will be operated and maintained by trained Wastewater personnel.
- All areas located at the wastewater facilities will remain clean and safe at all times.

5.0 Monitor Testing

The following tests will be performed:

- Carbonaceous Biochemical Oxygen Demand (C-BOD-5) Test



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- Chemical Oxygen Demand (COD) Test
- EA solids Level Test
- Mixed Liquid Suspended Solids (MLSS) Test
- Sludge Volume Index (SVI) Test
- Food to Mass Ratio (F: M) Test
- Pounds of C-BOD-5 processed Daily
- Fecal Coliform Test
- Trickling Filter Tower Continuous Flow Inspection
- Continuous Clarifier Sludge Return Line Inspection
- Aeration System Inspection
- Clarifier Weir Inspection.

Tests and inspections are described as follows and shall be recorded daily/weekly as required (Tests results are utilized for tracking purposes and to make adjustments as necessary).

5.1 Carbonaceous Biochemical Oxygen Demand (C-BOD-5) Test

The biochemical oxygen demand is the amount of oxygen consumed by the microorganisms to biodegrade the organic matter in the wastewater. The C-BOD-5 test is an empirical test, which require determination of oxygen requirements for wastewater.

The standard C-BOD-5 test is a 5-day test. C-BOD-5 concentration in most wastewater exceeds the concentration of dissolved oxygen available in an air-saturated sample.

It is necessary to control the quality of dilution water. The oxygen uptake rate on the dilution water must be minimal and it is recommended to run a test with oxygen uptake from the dilution water with every C-BOD-5 test. In the event that the oxygen uptake in the dilution water over the 5-day test exceeds 0.2 mg/L.

After the 5-day incubation test, determine the dissolved oxygen concentration in the samples and when the dilution water is not seeded, the C-BOD-5 is determined. The guaranteed C-BOD-5 of the wastewater effluent after treatment must be 30 mg/L on a 30-day average and a peak daily concentration of 45 mg/L. Acceptable Range: - 0-45 mg/l daily, - monthly - <31 mg/l.

5.2 Chemical Oxygen Demand (COD) Test

This test is to be performed daily. COD is a measure of the amount of biodegradable and non-biodegradable organic matter in water or wastewater.



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Daily samples should be taken and examined for their COD levels in mg/L. This test should be performed weekly. Since the COD tests are simpler and faster than the C-BOD-5 tests, it is recommended to determine a correlation between the C-BOD-5 and the COD values at the inlet and at the outlet. Once the ratios and correlations are determined, C-BOD-5 results can be extrapolated from these ratios. Acceptable Range: - 0 - 174 mg/L.

5.3 Extended Aeration (EA) Solids Level Test

This test is a simple approximation of the total suspended solids for the wastewater leaving the EA tank, flowing by 6-inch gravity lines to the clarifier units. The sample may be taken from the extended aeration tank at the port leaving for the secondary clarifier. Take a sample in an imhoff cone or a clear and transparent volumetric graduated cylinder. Allow the sample to settle for 30 minutes and observe. This test should be conducted daily. It can take up to two days to adjust the solids level by 5% to 10%. Acceptable Range: 150 mg/L - 350 mg/L.

5.4 Mixed Liquid Suspended Solids (MLSS) Test

Mixed liquid refers to the contents of the extended aeration tank, which contains suspended microorganisms and other sludge components. MLSS (mg/L) is a measure of the strength and density of the mixture as it flows from the aeration tank (EA tank) to the clarification tanks. These parameters have to be determined by filtration of a known volume of mixed liquid, drying of the filter, heating of the filter, and weighing of the filter before and after heating. Results shall be in a logbook. Acceptable Range: 0 - 15 mg/L.

5.5 Sludge Volume Index (SVI) Test

Closely related to the MLSS test, the SVI will also help determine what the return sludge pumping rate should be as well as indicate the settling characteristics of the sludge. The SVI is the volume (in ml) of one gram of sludge after 30 minutes of settling. It is also a measure of the settling characteristics of sludge.

Sludge with low SVI will settle and compact well, however an SVI that is too low is indicative of pin floc. A high SVI is indicative of bulking conditions. This index relates the weight of the sludge to the volume the sludge occupies.

Good quality sludge could have a SVI range of 40 to 150. Anything greater than 200 would be classified as a poor quality sludge meaning a poor liquid solids separation. Record SVI and date in logbook. Acceptable Range: 40 - 170ml/L.



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WASTEWATER OPERATIONS**

SOP No. 11-2

5.6 Food to Microorganism (F:M) Ratio Test

The F: M test ratio is to be calculated periodically. This ratio is directly related to the overall treatment efficiency of the plant. A proper F: M ratio ensures that biological sludge of good physical quality is maintained which in Turn will allow for good, rapid settlement. The microorganisms will perform best when they are fed the right amount of food. If overfed or underfed they will not function properly resulting in bulking sludge or ineffective treatment. Record the results of the calculation in the logbook as kg C-BOD-5/Day. Acceptable Range: Sludge Blanket Clarifier depth 14 - 18 inches and/or the Settrometer readings between 150 to 320 milliliter.

5.7 Mass of C-BOD-5 & COD Processed Daily

Carbonaceous Biochemical oxygen demand (C-BOD-5) is a measure of the amount of oxygen required by microorganisms in the biochemical oxidation of organic matter. Record the results of the calculation in the logbook as mg COD/Day. Record the results of the calculation in the logbook as mg C-BOD-5/Day. Acceptable Range: 25 mg/l Permit Related.

5.8 Fecal Coliform Test

This test is a 24 hour test to determine if bacteria colonies exist in the clarified effluent. Effluent is treated in the chlorine contact tanks. The amount of residual chlorine is an indicator of the level of bacteria colonies that existed. Chlorine dosage can be adjusted based on the residual chlorine detected.

5.9 Trickling Filter Tower Continuous Flow Inspection

This inspection is a simple visual inspection on top of the tower unit. The purpose is to ensure that wastewater is continuously "splashing" down the media plate packs. Up to 70% of the actual wastewater treatment takes place in the tower units through the black media modules. Ensure that the distributor system is uniformly dispersing water over the top of the tower. Ensure all holes are unclogged and draining water. Adjusting the hangers that support the distributors can level the distribution. The splash pads may also be adjusted to fix the distribution. This should be checked daily.

5.10 Continuous Clarifier Return Line Inspection

This inspection is also a daily visual activity, which ensures that constant flow of sludge is being recycled to the extended aeration tank from the clarifier unit. The valves at the bottom of the clarifier are left open so that sludge can be airlifted through the 2-inch diameter PVC pipe into the sludge digester.



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This will prevent sludge build up in the clarifiers and maintain a clear effluent product over the weirs and out to chlorine contact tank

5.11 Aeration System Inspection

Maintaining constant air supply within the screen tank, equalization tank, trickling filter tank, extended aeration tank, sludge holding and sludge digester tanks is critical to ensure aerobic conditions throughout these aerated tanks. The oxygen level in the tanks will govern the health and strength of the microorganism population and their effectiveness in treating the wastewater. The aeration system inspection must also include proper working of the airlift pumps, which are essential for recycling sludge to the extended aeration tank. This has to be a daily visual inspection to ensure that air is being supplied to the proper areas and that there are no air leaks in the piping.

5.12 Dissolved Oxygen (DO) Test

To ensure efficient treatment it is important that the DO levels are monitored At all points in the system. At least 1.0 to 2.0 mg/L of dissolved oxygen should be present at all points in the aeration tanks. The DO readings should be taken using a portable oxygen meter. The DO concentration in an aerating tank may change significantly if the sample is left to sit unasserted as the oxygen is quickly consumed. In the case of a shock load, such as excessive dumping of waste product, the DO level may change drastically as the increased loading flows to the WWTP. Acceptable Range: 0 - 4 mg/l .

5.13 Clarifier/DAF Weir Inspection

This is a simple visual check done daily to ensure that the clarifier weirs are relatively clean and free of debris. This will aid in controlling odor and maintaining a low suspended solids concentration in the product (effluent) water going to the chlorine contact tank. A high-pressure water hose is usually sufficient to clean the weirs. All clarifier weirs should be flushed clean daily.

5.14 Collection System Inspection

The wastewater is collected in screen tank at the wastewater treatment plant and then pumped to onward biological treatment systems. The screens receive water from 2 nos. 8" pressure mains. The intake at the screen is 3" and is

equipped with a butterfly valve for regulating the flow through each screen. The operator must routinely check for the flow on the screens and ensure that the wastewater is free flowing and that solid materials are not caught up in the pipelines and/or in the valve. The screenings of the solid waste must be



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periodically scraped off the face of the screen to ensure that the screen does not get blinded with solids. The screen tank area must be kept clean and hygienic at all times. A sump is provided for wash down of the area and the wash water flows to this sump, which contains a submersible pump with an automatic level control to pump the wash water back into the screen tank.

5.15 Free Chlorine Test

Chlorine is used for disinfecting of the effluent after biological treatment. Sodium hypochlorite solution is used as a chlorine source. It is recommended to maintain a residual of 1 to 2 mg/L residual chlorine in the treated effluent at the discharge. The chlorine dosage can be controlled based on the residual chlorine detected.

6.0 Maintenance

Equipment shall be maintained in reference to the Manufacture Maintenance Publications.



Brown & Root Services

SERVICE/WORK ORDER DESK STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
SERVICE/WORK ORDER DESK**

SOP No. 1J

To develop a system for distribution and accountability of all work being conducted for base camps, remote sites, and base support operations. Both internal and external work and service orders will be processed and tracked to be sure all are authorized and completed in a timely manner.

2.0 Scope

This SOP covers Brown and Root Services (BRS) Service/Work Order Desk procedures for base camps, remote sites, and base support operations in support of the LOGCAP 3 Support Contract.

3.0 Responsibilities

BRS is responsible for the implementation and execution of the following procedures performed by the Service/Work Order Desk.

4.0 Procedures

BRS is responsible for implementing the following procedures on a daily basis.

- 4.1 Receive incoming service/work order requests.
- 4.2 Assign applicable tracking numbers and enter into the database.
- 4.3 Make copies and distribute the service/work order to the person(s) responsible for the work, either by telephone, distribution system or e-mail. If e-mailed, a copy of the sent message will be filed with the request.
- 4.4 Ensure that all Service/Work Orders Logs are kept current and accurate on a daily basis.
- 4.5 Make periodic spot checks to ensure that all work is done as reported.

5.0 Approval Process

5.1 External Service Order

- 5.1.1 The Billeting Coordinator will determine if the service request falls under the BRS area of responsibility.



**Logistics Civil Augmentation Program (LOGCAP)
SERVICE/WORK ORDER DESK**

SOP No. 1J

5.1.2 If the service request is the responsibility of BRS and within BRS scope of work, BRS will contact the responsible section for action. The service order is then added to the service order log for tracking.

5.1.3 If the service order is the responsibility of another agency, BRS will notify the applicable agency for action.

5.2 External Work Order

Work orders are forwarded to the appropriate agency to begin the approval process.

5.3 Internal Service/Work Request

5.3.1 BRS determines if the request is a service or work request.

5.3.2 A work order is sent to the senior manager of the department for approval.

5.3.3 If approved by the senior manager it is then forwarded to Project Controls for the final approval process.

5.3.4 If approved the request is forwarded to the department that will be responsible for the work.

5.3.5 A service request, no approval is required and it is forwarded to the responsible section for action.

5.3.6 In both cases, if not utilizing an email system, a hard copy is kept on file in the office and the internal service/work request log is updated for tracking purposes.



Brown & Root Services

VECTOR CONTROL STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
VECTOR CONTROL**

SOP No. 1K

To establish procedures for management and oversight of the Vector Control services.

2.0 Scope

This Stand Operating Procedure applies to the LOGCAP 3 Support Contract.

3.0 Procedures

- 3.1 When directed, Brown and Root Services (BRS) is responsible for the implementation, administration and operation of the vector control program. BRS will conduct periodic checks of Camps and remote sites to ensure compliance with this program.
- 3.2 BRS will ensure all Vector Control Personnel are fully aware of the manufacturer's instructions and procedures for the proper application of chemicals and that all personnel are aware of the hazards associated with each chemical prior to its use.
- 3.3 U.S. Government-designated representatives will coordinate with BRS for non-routine or emergency vector control services.
- 3.4 The government Preventative Medicine (PM) representative must approve all chemicals utilized by BRS Vector Control.
- 3.5 All chemicals utilized by BRS Vector Control will have an MSDS on file prior to utilization. When applying chemicals for the treatment of any vector control problems, the manufacturer's instruction for the application of the chemical will be followed.
- 3.6 In the event of an accidental spillage or contamination, follow the instructions as dictated by the applicable MSDS.

4.0 Animal Capture and Removal

- 4.1 Upon identification of a requirement for animal removal, the designated government representative will contact BRS.
- 4.2 BRS will capture the animal/s or restrain the animal/s. BRS Vector Control is responsible for the transportation of the animal/s to the U.S. Military Veterinarian.
- 4.3 Animals that cannot be captured by trapping will be tranquilized using an authorized dart gun. Vector Control personnel will maintain the dart gun with the tranquilizer drug being stored by the U.S. Military. When the dart gun is required, Vector Control personnel will inform the U.S. Military Veterinarian



**Logistics Civil Augmentation Program (LOGCAP)
VECTOR CONTROL**

SOP No. 1K

section of their needs. The U.S. Military Veterinarian will authorize the issue of a set quantity (according to the size of the animal) of the tranquilizer. After tranquilizing, the animal will be transported to the Veterinarian.

- 4.5 Animals identified for removal will be captured using the approved methods.

5.0 Herbicide Application

- 5.1 BRS will conduct periodic checks of Camps/Facilities and designated remote sites to ensure compliance with this program. BRS will establish a program to monitor operations at the camps and sites to ensure site personnel are in compliance with established procedures.
- 5.2 Vector Control will ensure camp personnel involved in the direct application of herbicides are fully aware of the manufacturer's instructions and procedures for the proper application. All personnel will be aware of the hazards associated with each chemical prior to its use.
- 5.3 It is the responsibility of Camp Mayors or designated government representatives to identify requirements for herbicide applications for all U.S. Army camps, sites or facilities to the BRS Camp Manager/Site Supervisors.
- 5.4 All personnel will wear required Personnel Protective Equipment when spraying.
- 5.5 Personnel/supervisors involved in the application of herbicides will ensure that all empty containers of herbicides are properly disposed of.

6.0 Pest Control

- 6.1 BRS will utilize Integrated Pest Management (IPM) to achieve effective Pest/Vector Control. This IPM will consist of the following:
- Relying on surveillance, preventive measures and reactive control measures, minimal chemical controls will be utilized;
 - Conducting routine inspections/assessments;
 - Communicating with site residents;
 - Maintaining records to identify trends and potential problem areas;
 - Recommending solutions;
 - Applying pesticides when required.



Brown & Root Services

WASH RACK/OIL WATER SEPARATOR STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
WASH RACK/OIL WATER SEPERATOR**

SOP No. 1L

To establish procedures for the operation and maintenance of wash racks and wash rack equipment including oil/water separators where applicable.

2.0 Scope

This SOP applies to the Balkans Support Contract.

3.0 Procedures

- 3.1 Brown and Root Services (BRS) will maintain a daily record to include the date, time, quantity and type of vehicles washed.
- 3.2 The BRS will ensure that washing is performed in designated areas.
- 3.3 The following checks will be conducted daily:
- Check all oil levels
 - Check and clean air filters per manufacturer guidelines
 - Check for fuel and oil leaks
 - Check fuel levels
 - Ensure hoses and wands are serviceable
 - Check water supply system
 - Check pump and associated equipment
 - Check external piping and valves
- 3.4 Draining of oil or other substances from engines, sumps, drums or containers will not be permitted on or in the wash rack area.
- 3.5 No equipment will be removed from the site without the knowledge/permission of BRS.
- 3.6 In the event of a pressure washer failure, BRS will inform the equipment maintenance personnel immediately.
- 3.7 BRS personnel will only wash vehicles assigned to or operated by BRS.
- 3.8 BRS will ensure that the wash rack is always at the operational capacity directed by the government and is monitored 24 hours a day.
- 3.9 No solvents or detergents are to be used.
- 3.10 All fuel will be stored in a designated safe area.



**Logistics Civil Augmentation Program (LOGCAP)
WASH RACK/OIL WATER SEPERATOR**

SOP No. 1L

- 3.11 In case of an oil or fuel spill, take appropriate action to prevent further spread of the spill then contact the designated BRS spill response POC.
- 3.12 Hard hats, ear protection and safety glasses will be worn by all personnel operating wash rack equipment.
- 3.13 Wash Rack sediment traps, oil/water separators and sediment basins will be monitored and maintained per manufacturers' operation and maintenance manuals.
- 3.14 Only BRS-authorized personnel may perform maintenance on the oil/water separators and sedimentation basins.
- 3.15 Contaminated material will be stored and/or disposed of under the guidance of BRS HAZMAT.



Brown & Root Services

WATER OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
WATER OPERATIONS**

SOP No. 1M

References:

- **TB Med 576, Sanitary Control and Surveillance of Water Supplied at fixed locations, 15 March 1982.**
- **USACHPPMTG 179, Guidance for Providing Safe Drinking Water at Army Installations, Nov 1995.**
- **Army Regulation (AR) 40-5, Preventive Medicine, 15 October 1990.**
- **Technical Bulletin Medical (TB MED) 577, Occupational and Environmental Health Sanitary Control and Surveillance of Field Water Supplies - 7 March 1986.**
- **U.S. Department of Defense, Overseas Environmental Baseline Guidance Document (OEBGD), 15 March 2000.**
- **U.S. Code of Federal Regulations, Title 40, Part 143, National Secondary Drinking Water Regulations, 1999 edition.**

1.0 Purpose

Brown & Root Services (BRS) will provide management and oversight for overall water operations, including production, testing, maintenance, trouble shooting, repairs, and reporting.

2.0 Scope

This Standard Operating Procedure (SOP) is applicable to BRS in support of the LOGCAP 3 Support Contract.

3.0 Procedures

3.1 Production

3.1.1 A water treatment system will be designed for the treatment of specific water, i.e., to treat surface, ground, municipality water or salt water.

3.1.2 The water is drawn from the source into a pretreatment system to help remove particles from the water prior to filtration when necessary. Water moves from the pretreatment system through a filtration system. A variety of filters are used with varying pore sizes. Water may be chlorinated prior to being stored in bladders/tanks.

3.2 Operations



**Logistics Civil Augmentation Program (LOGCAP)
WATER OPERATIONS**

SOP No. 1M

- 3.2.1 When utilized, filters will be changed depending on water flow and pressure differential. Gages will be used and monitored.
- 3.2.2 Water operations will be supported as required to meet mission requirements, utilizing government provided planning figures of gallons per soldier per day and gallons per medical facilities per day.
- 3.2.3 Water personnel will use a chlorine compound to destroy pathogens.
- 3.2.4 Safety and environmental precautionary measures will be taken when handling chlorine compounds.
- 3.2.5 Water will enter a holding reservoir after chlorine is injected and before utilization to ensure proper mixing and contact time. Tests will be performed after water leaves the holding reservoir.

3.3 Testing

- 3.3.1 BRS will designate a competent person to be responsible for testing and filter changing. Competencies will be developed by "on the job training".
- 3.3.2 Chlorine testing will be completed hourly while water is being produced. Transition from 1 hr to 2 hr then 4 hr time frames as system dependability is confirmed. All potable water must be checked a minimum of three times per twenty-four hour period. Testing will be done with the Hach Pocket Chlorimeter 46700-00 or similar chlorine measuring testing equipment.
- 3.3.3 The Army Preventive Medicine Officer (PMO) must designate, in writing, the targeted free available chlorine level (FAC) at the point of consumption. This will become the targeted standard.
 - If the level of chlorine is below the targeted standard, BRS water personnel will add chlorine to the water until the required level of chlorine is reached.
 - If the chlorine level is above the targeted standard, BRS water personnel will add non-chlorinated potable water (to the water) until the required level of chlorine is reached.
 - The Free Available Chlorine (FAC) level will be tested at least three time's every 24 hours, utilizing the manufacturer's instruction as a guide.



**Logistics Civil Augmentation Program (LOGCAP)
WATER OPERATIONS**

SOP No. 1M

3.3.4 All test results will be maintained. Results will be recorded.

3.3.5 When determined necessary to monitor (water source dependant), the pH level will be maintained between 6.5 and 8.5 with no Coliform bacteria.

3.3.6 BRS will visit remote locations and test the potable water for FAC levels a minimum of twice a week.

3.4 Maintenance & Repair

- In-line chlorinating equipment will be operated, maintained and repaired in accordance with the manufacturers recommended guidelines.

3.5 Reporting

- BRS will maintain accountability of all water produced, received and issued.

4.0 Chlorinating of Potable Water Trucks/Tanks

4.1 Super Chlorinating

4.2.1 Water trucks will be Super Chlorinated on a quarterly basis or when:

- Non-Potable water has been transported in the tank.
- Maintenance and/or Repairs were conducted on the interior of the tank.
- When deemed necessary by the Water Supervisor, Foreman and/or Manager.

4.2.2 Super Chlorinating Procedure

- Determine the targeted maximum and minimum FAC level range necessary.
- Determine an acceptable ratio of chlorine compound necessary for the size of the tank to achieve the targeted FAC level range.



**Logistics Civil Augmentation Program (LOGCAP)
WATER OPERATIONS**

SOP No. 1M

- Prepare the chlorine mixture ensuring the solution is mixed thoroughly and all solid particulate dissolved.
- Pour mixture into empty water truck.
- Fill truck with water.
- Drive vehicle for no less than 30 minutes to mix calcium chlorine compound thoroughly and/or connect issue port to the receiving port on tank, and recirculate water for no less than 10 minutes ensuring a good mixture.
- Let truck sit for one hour for chlorine contact time.
- Drain truck, refill with processed water and drain once more.
- Super-chlorinating process is complete.

4.2.3 Tanks

- Determine the maximum and minimum FAC level range necessary.
- Determine an acceptable ratio of chlorine compound necessary for the size of the tank to achieve the targeted FAC level range.
- Prepare the chlorine mixture ensuring the solution is mixed thoroughly and all solid particulate dissolved.
- Let sit for 24 hours.
- Test to ensure not less than the targeted minimum level FAC level exists.
- Conduct microbiological analysis, as required.

5.0 Key Control

Chlorine storage rooms and injector rooms will be locked and keys retained by designated individuals.

6.0 Chlorine Storage

Chlorine will be stored in accordance with applicable MSDS requirements.



**Logistics Civil Augmentation Program (LOGCAP)
WATER OPERATIONS**

SOP No. 1M

7.0 Safety

- 7.1 BRS water personnel will ensure full PPE is worn during the handling of chlorine.
- 7.2 Material Safety Data Sheets (MSDS) will be in the vicinity of injector pumps and in the chlorine storage area.
- 7.3 Proper PPE and precautions will be utilized during loading, transporting and unloading operations.



Brown & Root Services

MORALE, WELFARE AND RECREATION MISSION STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
MORALE, RECREATION AND WELFARE**

SOP No. 1N

1.0 Purpose

This Standard Operating Procedure prescribes procedures for the MWR Mission.

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract.

3.0 Procedures

- 3.1 Brown and Root Services (BRS) employees assigned to each MWR facility will augment the DOD MWR staff in manning and operating those facilities as directed.
- 3.2 BRS will assist with accountability of the MWR equipment, but assume no Property Book responsibility.
- 3.3 BRS O&M cleaning teams will clean facilities daily with augmentation cleaning by BRS MWR employees.
- 3.4 BRS will install, maintain, and provide technical support of the hardware and software for Internet access at MWR facilities and DOD MWR staff offices as required.
- 3.5 BRS will assign an employee with overall responsibility for the employees and operation of the BRS MWR Mission.
- 3.6 BRS will coordinate with the DOD MWR Director/Coordinator on pertinent issues/significant events.
- 3.7 BRS will schedule employees to ensure coverage of facilities on each shift.
- 3.8 BRS will provide Video Telephone Communication (VTC) capability, including staffing and maintenance, as directed.
- 3.9 MWR Employees will:
 - 3.9.1 Provide courteous customer service. Perform routine inspection of MWR facility, and report any discrepancies or missing/damaged/inoperative equipment.



**Logistics Civil Augmentation Program (LOGCAP)
MORALE, RECREATION AND WELFARE**

SOP No. 1N

- 3.9.2 Issue out MWR equipment as prescribed, maintaining accountability through use of sign-out logs (e.g., videos, headsets, games). Report any equipment not returned or returned damaged.
- 3.9.3 Control as directed the use of computers and (when applicable) phones through the use of usage logs, prescribed usage time limits, and/or informal monitoring.
- 3.9.4 Post and update all publicity literature as coordinated with the DOD MWR Director/Coordinator.
- 3.9.5 BRS will ensure MWR facilities are maintained in a clean, neat, and orderly state.
- 3.9.6 Maintain a full stock of bottled water in MWR facility.
- 3.9.7 Provide/replenish fresh towels daily.
- 3.9.8 Maintain DVD, video and book libraries as directed.
- 3.9.9 Maintain and operate video channels as required.
- 3.9.10 Show movies as required.
- 3.9.11 Make popcorn and clean machine as required.
- 3.9.12 Brush/vacuum felt on pool tables as directed.
- 3.9.13 Assist with MWR programs and special events.

3.10 Provide IT support

- 3.10.1 Perform periodic installation of updated anti-virus profiles upon availability.
- 3.10.2 Upon notice from the MWR staff, make site visits to fix hardware or software problems as they occur.
- 3.10.3 Perform periodic cleaning of computer interiors to remove dust and dirt as required.



Brown & Root Services

FACILITIES MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
FACILITIES MAINTENANCE**

SOP No. 10

Brown & Root Services (BRS) will provide management and oversight of facilities maintenance in BRS maintained camps, to include hilltops and forward operating bases (FOBs).

2.0 Scope

This SOP applies to the Balkans Support Contract.

3.0 Procedures

3.1 Exterior Structure Maintenance

- Maintain the exterior surfaces of all structures on an as needed basis to prevent the advancement of decay and rot by the periodic application of weather preventative coating such as paint or other suitable protective coating. Application frequency will be determined by exposure to the elements and the general outward appearance of the structure. Caulk or seal to prevent water penetration around doors, window and any other structure penetrations.
- Maintain and repair doors, windows, entranceways and exits to ensure smooth operation and secure opening and closing.

3.2 Interior Structure Maintenance

- Maintain and repair all plumbing fixtures to include wash basins, toilets, urinals, showers and water heaters.
- Maintain and repair electrical fixtures to include lights, outlets, switches, exhaust fans and electrical panels.
- Where required, maintain and repair water and electrical lines.



Brown & Root Services

GROUNDS MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
GROUNDS MAINTENANCE**

SOP No. 1P

1.0 Purpose

Brown & Root Services (BRS) will provide management and oversight in grounds maintenance in BRS maintained camps to include hilltops and forward operating bases (FOBs).

2.0 Scope

This SOP applies to the Balkans Support Contract.

3.0 Procedures

- Clean and police common grounds areas on an as needed basis to include picking up trash, debris, leaves and any other items that would otherwise lend to an unkempt appearance.
- Provide snow and ice removal on walkways and entrances to structures/facilities, to include sand and salt, on an as needed basis.
- Provide grass cutting and weed control services on an as needed basis to maintain the general orderly appearance of the camp and to control the spread of vermin in support of the Vector Control Plan.
- Trim trees and branches on an as needed basis to maintain a safe distance between trees and power lines, facilities and any other area where falling branches might cause a safety concern. Tree cutting and removal will be coordinated with the appropriate government agency, if required, prior to work being performed.



Brown & Root Services

ROAD MAINTENANCE AND REPAIR STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
ROAD MAINTENANCE AND REPAIR**

SOP No. 1Q

Brown & Root Services (BRS) will provide management and oversight in the maintenance and repair of roads in BRS maintained camps to include hilltops and forward operating bases (FOBs).

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract.

3.0 Responsibilities

Camp Managers are responsible for the safe and effective operation of all BRS operated base camps and sites as described in the LOGCAP 3 Support Contract. The following procedures are used as a guide to provide camp managers with the required basic information to accomplish these requirements.

4.0 Procedures

- Maintain base camp roads by sweeping or cleaning on an as needed basis to maintain the overall longevity of the surface and general appearance.
- Repair asphalt or concrete roads and parking areas as needed to maintain the safe passage and life expectancy of the road surface.
- Improve, establish and maintain proper drainage on base camps, to include the ingress and egress to main supply routes (MSR) roads as needed to maintain safe passage.
- Grade, compact and add aggregate to gravel and dirt roads as needed to maintain safe passage and proper drainage.
- Provide dust abatement control measures on an as needed basis to control airborne particles.
- Provide snow removal on base camp roads, ingress and egress to MSR roads and parking lots utilizing the Base Camp Snow Removal Plan. Apply sand and salt as needed to prevent hazardous road conditions.



SOP No. 1

Brown & Root Services

BASE CAMP OPERATIONS & MAINTENANCE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
BASE CAMP OPERATIONS AND MAINTENANCE**

SOP No. 1

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• Billeting Operations SOP	SOP No. 1C
• Custodial Services for Latrines and Showers SOP	SOP No. 1D
• Identification Card Production SOP	SOP No. 1E
• Material Handling Equipment SOP	SOP No. 1F
• Refuse & Solid Waste Pick-up and Disposal Operations 1. Refuse & Solid Waste Pick-up and Disposal SOP 2. Incineration Operations SOP	SOP No. 1G SOP No. 1G-1 SOP No. 1G-2
• Self-help Desk SOP	SOP No. 1H
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• Service/Work Order Desk SOP	SOP No. 1J
• Vector Control SOP	SOP No. 1K
• Wash Rack/Oil Water Separator SOP	SOP No. 1L
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• MWR	SOP No. 1N
<u>MAINTENANCE</u>	
• Facilities Maintenance SOP	SOP No. 1O
• Grounds Maintenance SOP	SOP No. 1P
• Road Maintenance and Repair SOP	SOP No. 1Q



SOP No. 10

Brown & Root Services

MOVEMENTS OPERATIONS

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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~~For Official Use Only (FOUO)~~

**Logistics Civil Augmentation Program (LOGCAP)
MOVEMENTS OPERATIONS**

SOP No. 10

TABLE OF CONTENTS

<u>TITLE</u>	<u>IDENT.NO.</u>
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Brown & Root Services

AIR TERMINAL MOVEMENT CONTROL TEAM STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIR TERMINAL MOVEMENTS CONTROL TEAM**

SOP No. 10A

1.0 Purpose

To provide movement control airlift support for inbound/outbound cargo, personnel and Unit deployments/re-deployments.

2.0 Scope

This procedure covers all areas that deal with the movement of inbound and outbound cargo, personnel and Unit deployments/re-deployments via military and commercial airlift in support of the LOGCAP 3 Support Contract.

3.0 Procedures

The ATMCT will retrieve the daily flight schedule from the Global Transportation Network (GTN). On a daily basis the ATMCT will receive the Daily Forecast of all scheduled flights from the ATOC. The ATMCT is required to send a daily report to appropriate agencies. The ATMCT is responsible for contacting the unit and/or customer.

3.1 Inbound Cargo

- 3.1.1 Upon receipt of cargo manifest from the ATOC, the ATMCT will verify cargo was received and will return the signed copy of the manifest back to the ATOC. Any discrepancies between the manifest and actual cargo shipped, short shipment or cargo shipped but not manifested (over shipment) will be annotated on the manifest and the ATOC services personnel will notify originating and intermediate terminals. ATOC services Personnel will then turn over actual cargo received to the ATMCT with three copies of a Truck Manifest Form.
- 3.1.2 ATMCT receives all copies and returns a signed copy to ATOC. The second and third copies are maintained for file and customer copies once the cargo is delivered to the appropriate end user. The cargo is transported to the Supply Support Activity (SSA) by ATMCT. SSA will receipt for cargo by signing one copy of the truck manifest. The signed copy will be retained for ATMCT station file and the third copy provided to SSA for in check of cargo.
- 3.1.3 When ultimate consignee is other than SSA, ATMCT will contact recipient of cargo and coordinate receipt and transfer of assets. ATMCT will assist by providing MHE and operator, if needed, to support the loading of cargo onto customer provided conveyance.



**Logistics Civil Augmentation Program (LOGCAP)
AIR TERMINAL MOVEMENTS CONTROL TEAM**

SOP No. 10A

3.2 Outbound Cargo

- 3.2.1 The shipper delivers cargo to ATMCT for air shipment. ATMCT personnel will determine/classify cargo as either general or hazardous. Certain documents must be completed prior to or together with shipper to ensure cargo is air eligible.
- 3.2.2 First document is a Transportation Control Movement Document (TCMD) or DD Form 1384. Shippers must provide the ATMCT with specific information (i.e., origin and destination DODAAC, in the clear address, billing TAC code, etc) for proper completion of the TCMD and subsequent movement of assets.
- 3.2.3 ATMCT personnel will use the TCMD to process the shipment into the Defense Transportation System utilizing R-GATES program.
- 3.2.4 Four copies of the TCMD are needed, original and one copy goes to the Air Terminal Services, one copy is retained as the ATMCT file copy after receipt of cargo, and one copy is retained by the shipper for audit trail accountability, proof of shipment, and further tracing action, if required.
- 3.2.5 The second document is the Military Shipping Label, (DD Form 1387). The Military Shipping Label can be filled out using information contained on the TCMD (DD Form 1384), in addition to an in-the-clear address. Once completed, shipping labels will be placed on all cargoes for air shipment.
- 3.2.6 The third document is the Shippers Declaration of Dangerous/Hazardous Goods. Only qualified personnel must complete this form and proof of certification must be provided to the ATMCT. Normally the shipper is responsible in completing this form, but may solicit ATMCT personnel for assistance when needed. This form must accompany all cargo that is hazardous in nature i.e.: fuel samples, laboratory samples, dry ice, compressed gases etc.
- 3.2.7 The shippers declaration comes in four copies; one original and three copies. First two copies goes to ATOC, third copy goes to ATMCT, fourth copy goes in a packing list and placed on the cargo. Shippers are encouraged to maintain an additional copy for shipment files.
- 3.2.8 ATMCT personnel along with ATOC personnel will then in check all cargo using the computer R-GATES program/system. All air outbound cargo will then be palletized. ATMCT services personnel will assist the shipper in preparing the pallet for shipment when needed or requested.



Logistics Civil Augmentation Program (LOGCAP)
AIR TERMINAL MOVEMENTS CONTROL TEAM

SOP No. 10A

- 3.2.9 The ATMCT is responsible to the ATOC for ensuring cargo pallets are air-worthy. ATOC will then select, load plan, and manifest the cargo for air shipment. ATMCT personnel will assist ATOC personnel in loading the pallets on K-loaders prior to flight.



Brown & Root Services

ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP**

SOP No. 10B

This Standard Operating Procedure (SOP) establishes Brown and Root Services (BRS) and customer responsibilities, describes general operating procedures, and identifies required processing steps used to support personnel, cargo, and equipment movements on U.S. military and military sponsored commercial aircraft.

2.0 Scope

This document covers air transportation operations and mission support requirements of US Army A/DACG/ATMCTs and US Air Force Air Terminal/Aerial Port functions. Services provided include: Air Operations Command and Control, Cargo Processing (inbound/outbound), Ramp Services, Passenger Services and Reception, Staging, and Onward Movement (RSO) activities. The terms ADACG (Arrival/Departure Airfield Control Group) or ATS (Air Terminal Services) are interchangeable unless otherwise indicated.

3.0 Responsibilities

3.1 Specifically BRS Arrival/Departure Airfield Control Group (ADACG) or Air Terminal Services (ATS) is responsible for the following:

- 3.1.1 Coordinate and provide aircraft/airlift flight information and publish schedules.
- 3.1.2 Prepare cargo/equipment and process personnel for movement on Air Force and Air Force sponsored commercial assets.
- 3.1.3 Receive, process, and ship cargo according to priority.
- 3.1.4 Ensure unit equipment is properly marked and prepared for air transport.
- 3.1.5 Develop and produce aircraft load plans.
- 3.1.6 Coordinate and schedule cargo preparation appointments.
- 3.1.7 Provide pallets, plastic pallet covers, and cargo nets and ensure they are available for unit use when building pallets.
- 3.1.8 Supervise and assist units in palletizing and building up of cargo loads.
- 3.1.9 Assist customers in preparing cargo documents, to include: Transportation Control and Movement Documents (TCMDs), shipping labels, and pallet placards.
- 3.1.10 Perform Joint Inspections of unit equipment to ensure readiness/eligibility for air transport.



**Logistics Civil Augmentation Program (LOGCAP)
ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP**

SOP No. 10B

- 3.1.11 Operate Materials Handling Equipment, (MHE), provide aircraft load teams and offload-onload aircraft.
- 3.1.12 Coordinate staging, loading and movement of personnel and equipment for Air movement.
- 3.1.13 Coordinate onward movement of sustainment supplies and equipment.
- 3.1.14 Provide customer service to all customers requiring airlift support.
- 3.1.15 Stage inbound and outbound cargo and equipment in designated staging areas.
- 3.1.16 Process, brief and manifest passengers.
- 3.1.17 Provide passenger and baggage transportation to and from aircraft.
- 3.1.18 Compile and deliver load documentation (flight packages) to all departing aircraft.
- 3.1.19 Track and maintain historical records for all air movements.

3.2 Customer/Unit Responsibilities

- 3.2.1 Prepare paperwork in accordance with (IAW) applicable DOD regulations.
- 3.2.2 Prepare cargo and equipment for shipment IAW applicable regulations.
- 3.2.3 Arrange delivery of cargo and equipment to the cargo processing area. Transportation support can be arranged through BRS transportation, or the Movement Control Team (MCT) office.
- 3.2.4 Unit or shipper representatives will accompany cargo turned over for shipping and remain present to correct any paperwork or load discrepancies identified during the receiving or Joint Inspection process.
- 3.2.5 Meet prescribed timelines for personnel and equipment processing.

4.0 Procedures

4.1 Air Operations Command and Control

4.1.1 Operations



**Logistics Civil Augmentation Program (LOGCAP)
ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP**

SOP No. 10B

BRS will operate an Air Terminal or A/DACG Operations Center to centralize information management and control operations. This work center will provide command and control over air terminal operations and disseminate daily and forecasted flight/air movement schedules. The primary source of this information will be automated scheduling systems (when available).

4.1.2 Flight Information

The Operations section will report flight information to applicable work centers, and concerned agencies. Data reported will include aircraft arrival/departure status, aircraft configuration, load information (cargo and passenger) and cargo/passenger space available/used.

4.1.3 Load Planning

ATS or ADACG Personnel will produce load plans for all departing cargo/unit airlift missions.

4.1.4 Aircraft Documentation Packages

Operations will assemble aircraft load packages and place on each departing aircraft. As required, packages will include load plans, Declarations for Dangerous Goods, and passenger/cargo manifests.

4.1.5 Reports

Reporting requirements will be based on client/mission requirements. Operations will submit the following reports when required: Situational Report (SITREPS), Materials Handling Equipment (MHE) Status Report, Pallet and Net/Aircraft Tie-down Inventory Report, Daily Work-load Report, and Aircraft - Movements Summary Report.

4.1.6 Record Keeping

Movement records will be maintained on a yearly basis. Paperwork retained will include copies of all off-load, through-load, on-load passenger manifests, all off-load, through-load, on-load cargo manifests, Transportation Control and Movement Documents (TCMD), Declarations for Hazardous Goods, and Joint Inspection Checklists.

4.2 Cargo Processing (Outbound/Originating Shipments)



**Logistics Civil Augmentation Program (LOGCAP)
ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP**

SOP No. 10B

- 4.2.1 Personnel will review all shipment documentation and ensure paperwork is complete and correctly filled out. Shipments will be inspected to ensure cargo is properly marked and labeled.
- 4.2.2 All cargo pallets will be weighed and the following information attached: Gross Weight, Origination Station, Destination station, and pallet height.
- 4.2.3 For rolling stock, vehicles, or unit equipment marking will include axle(s) weight, gross vehicle weight, and center of balance.
- 4.2.4 Cargo arriving pre-palletized by the originating agency will be checked to ensure that the pallet/cargo is adequately restrained.
- 4.2.5 Cargo will be weighed, marked, and measured in accordance with load plan configuration.
- 4.2.6 Once cargo is assembled and ready for shipment, BRS personnel will produce cargo manifests using government provided automated systems (if available) or by manual means.
- 4.2.7 Unless dedicated airlift is provided, all cargo will be moved according to DOD procedures using a priority, first in/first out, system.
- 4.2.8 Authority to handle Registered Mail, Signature Service or sensitive/high value cargo must be designated in writing. BRS personnel will not process these shipments until day of movement unless secure storage is available.

4.3 Hazardous Material

BRS will review all Declarations for Dangerous Goods and ensure paperwork and shipments are properly documented/prepared for air shipment.

- 4.3.1 Palletized loads will be inspected to ensure all hazardous cargo is identified and documented. Any hazards requiring special storage provisions will not be accepted until the day of shipment.
- 4.3.2 File copies of paperwork on all originating cargo shipments will be retained for record keeping purposes.

4.4 Cargo Processing (Inbound/Terminating Shipments)

- 4.4.1 All inbound air cargo will be receipted for using the manifest to in-check shipments. Over/short shipments will be annotated on the manifest, totals adjusted, and appropriate agencies notified. When capabilities exist, the cargo will be processed using government provided automated systems.



**Logistics Civil Augmentation Program (LOGCAP)
ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP**

SOP No. 10B

- 4.4.2 File copies of paperwork on all terminating cargo shipments will be retained for record keeping purposes.
- 4.4.3 Release of cargo to customers will be accomplished using government provided automated system (if available) or by having personnel sign a copy of the inbound manifests.

4.5 Ramp Services

- 4.5.1 BRS will provide Ramp Services and Ramp Services support personnel to onload/offload of cargo and equipment, apply aircraft tie-down restraint, and on/offload baggage on military and military sponsored cargo aircraft.
- 4.5.2 Personnel will be trained and qualified in the operation of aircraft loading and Materials Handling Equipment.
- 4.5.3 As required EXPAT personnel will act as Load Team Chiefs and oversee all aircraft loading/unloading, operations under the supervision of the aircraft loadmaster.
- 4.5.4 Load Team Chiefs will be responsible for and ensure all loading safety directives are complied with.
- 4.5.5 If required/delegated by the client ATS/ADACG will designate Load Team Expats to retrieve inbound cargo manifests and sign/receipt for inbound signature service, registered mail, or sensitive cargo.
- 4.5.6 For outbound loads ATS/ADACG personnel will ensure the manifest/aircraft documentation package is delivered to the aircraft, brief the aircraft commander or representative on the nature and set up of the load, any hazardous items within the load, and retrieve signed copies of paperwork for office records.

4.6 Passenger Services (Channel Operations)

- 4.6.1 ATS/ADACG will provide passenger services for personnel moving on US military and military sponsored commercial aircraft. Services include inbound/outbound passenger processing, manifesting, briefings, baggage handling, and transportation for personnel and baggage to/from the aircraft.
- 4.6.2 Personnel eligible for air transportation must be traveling in a Duty/Space Required Status with valid travel authorization. Space available (non-duty) travel will be in accordance with current policies.



**Logistics Civil Augmentation Program (LOGCAP)
ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP**

SOP No. 10B

Travel priority is identified IAW DODI 4515.13R and Joint Travel Regulations.

- 4.6.3 Passengers desiring air transport and unit personnel on dedicated air movements will be present/show at prescribed processing times. Processing times will be established based on aircraft arrival, number of aircraft to be worked, or other movement/processing requirements.
- 4.6.4 Once processed, personnel will remain in the direct vicinity of passenger terminal unless released by ATS or Passenger Service personnel.
- 4.6.5 BRS Passenger Service personnel will prepare a manifest (DD Form 2131 or computer-generated), give required briefings, and transport passengers/baggage to the aircraft.
- 4.6.6 The craft, ATS or ADACG Passenger Service will give copies of the manifest to the aircraft commander or designated representative.
- 4.6.7 Deplaning passengers and baggage will be transported by ATS Passenger Services to the terminal.

4.7 Passenger Services (Dedicated/Unit Air Movements)

4.7.1 Personnel Processing

Personnel moving via unit move or dedicated air mission will provide an advance passenger (personnel) listing to the Passenger Service

section a minimum of 48 hours prior to departure. Unit representatives and ATS or ADACG personnel will coordinate times for unit processing, pre-departure briefings, and manifesting.

4.7.2 Unit Baggage Processing

Units deploying more than 40 personnel will coordinate baggage turn in-palletization 24 hours prior to movement. Processing and pallet buildup times will be mutually agreed upon by the unit and BRS representatives. For movements of less than 40 personnel, baggage will be processed/palletized as passengers report for departure processing.



Brown & Root Services

BLOCKING, BRACING & CRATING STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
BLOCKING, BRACING & CRATING OPERATIONS**

SOP No. 10C

Brown and Root Services (BRS) will provide blocking, bracing, and crating (BB&C) services as directed by the U.S. Army.

2.0 Scope

This Standard Operating Procedure (SOP) applies to the LOGCAP 3 Support Contract.

3.0 Procedures

3.1 General

- BB&C requirements will be identified in writing through designated U.S. Army personnel to BRS.
- Consideration must be given to the cargo being transported, distance of travel, and the method of transport. This will assist in determining the extent of BB&C required.
- Material used for BB&C should be strong enough to withstand the abuse it will receive from the means of transportation utilized. The heavier the cargo, the stronger the material.
- When utilizing lumber for BB&C, harvested lumber will be utilized unless the final destination location and associated customs requirements necessitates the use of new lumber.
- The timber used should be thoroughly dry, clean on all sides and have minimum knots.
- When transporting cargo via road, cargo will be placed on the center of balance of the mode of transportation insuring that axles are not over loaded. Load will be blocked, braced and lashed in a manner that will prevent upward, forward, rearward, and sideward movement as determined necessary, but not to the extent that it damages the cargo, i.e. over tightened cargo straps.
- Empty space between boxes, crates, and barrels will be minimized and filled with cribbing and/ or packing material.
- Crib-type blocking is preferred for general cargo with heavier items on the bottom.



Logistics Civil Augmentation Program (LOGCAP)
BLOCKING, BRACING & CRATING OPERATIONS

SOP No. 10C

- Individual boxes or crates that require lifting by MHE or forklift will be fitted with skids or placed on dunnage capable of supporting the load.
- Any pallets, cargo nets, and strapping used in support of BB&C must be inspected periodically for damage, and signs of excess wear & tear.

3.2 Containers

- Loads should be distributed evenly throughout the container with heavier items on the bottom.
- When pallets are utilized, double tiers are permissible if space permits and weight will not cause damage to the lower tier cargo.
- When cargo requires bracing against container walls, a 4 – by 8- foot sheet of ¾-inch plywood should be placed against the container wall and properly braced using appropriate material to at least the cargo height.
- Loads will be braced at the back of the container to prevent cargo from spilling when the container doors are opened at the destination.

3.3 Vehicles

- Refer to Army Regulation 55-48 “Blocking and Bracing for Motor Transport” as a guide for the proper steps to blocking and bracing vehicles.



Brown & Root Services

CERTIFYING DANGEROUS GOODS SHIPPING DOCUMENTS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
CERTIFYING DANGEROUS GOODS**

SOP No. 10D

This Standard Operating Procedure (SOP) is designed to establish procedures for Certifying Dangerous Goods Declarations for cargo moving by air, road, rail, and/or sea.

2.0 Scope

This SOP identifies the procedures for Brown and Root Services (BRS) employees that are certified to sign Dangerous Goods documentation for hazardous cargo movements by air, road, rail, and/or sea, within the LOGCAP 3 Support Contract.

3.0 Responsibilities

This procedure covers the responsibilities and limitations of BRS employees regarding: (1) when they are authorized to certify Dangerous Goods, (2) when they should have the customer certify the cargo, and (3) when they should seek additional guidance.

4.0 Procedures

4.1 Hazardous cargo that BRS is responsible for preservation, packaging and shipping.

4.1.1 When BRS has the responsibility to preserve, pack and ship a piece of equipment and the material is classified as hazardous, and meets the criteria for air, road, rail and/or sea shipment, BRS is authorized to certify the Shipper's Declaration for Dangerous Goods (SDDG).

4.1.2 Under our TMO mission, when a customer brings a piece of equipment for preservation, packaging and shipment by BRS, then it is within the contract scope for a BRS employee to certify the SDDG.

4.1.3 As part of our SSA missions, when a customer brings in a piece of equipment or if it comes from stock and the SSA has instructions to ship the item, it is within our scope to preserve, pack, certify the SDDG as required and ship the item.

4.2 When Hazardous Cargo is packed by the customer and is turned over to BRS for shipment:

4.2.1 U.S. Army doctrine states that it is normally the shipper's (unit's) responsibility to certify the SDDG, mark and label (placard) the hazardous cargo for shipment.



**Logistics Civil Augmentation Program (LOGCAP)
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SOP No. 10D

- 4.2.2 When BRS receives certification of hazardous cargo by the shipper, BRS will verify authorization by requesting to see a copy of the individual's certificate and orders appointing authority. Examples would be under our air cargo mission, when a customer brings hazardous cargo to be shipped by air or to the BMCT to be shipped by surface means.
- 4.2.3 Under no circumstances will BRS employees certify any shipments of Dangerous Goods, which were not packaged and declared by BRS except in circumstances discussed in paragraph 4.3.
- 4.3 Hazardous cargo that a military unit or agency is moving and the unit/agency does not have a qualified individual to certify HAZMAT for shipment:
 - 4.3.1 If the shipping organization does not have a qualified individual to certify hazardous cargo, BRS can certify the shipment after receiving a Letter of Technical Direction from the ACO.
 - 4.3.2 The Letter of Technical Direction is required since units are responsible for certifying their own cargo. This task would be considered additional work, unlike the performance of the TMO and SSA missions, which are within scope to perform these certification tasks.
- 4.4 BRS employees that are certified to sign SDDG must also insure the following:
 - 4.4.1 Prepare shipment in accordance with appropriate regulations based on the mode of transportation to be used.
 - 4.4.2 Insure appropriate labels and/or markings are affixed to the cargo and placards affixed to the vehicle as required in specific regulations.
 - 4.4.3 When accepting a Dangerous Goods shipment that has been certified by the shipper, inspect the SDDG for accuracy and completeness. Inspect the placards and labels/markings to insure they are correct and affixed IAW the appropriate regulation.



Brown & Root Services

FREIGHT FORWARDING AREA/TRAILER TRANSFER POINT STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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Logistics Civil Augmentation Program (LOGCAP)

FREIGHT FORWARDING AREA/TRAILER TRANSFER POINT

SOP No. 10E

The purpose of this SOP is to outline tasks and procedures for the performance of the FFA/TTP mission by Brown and Root Services (BRS).

2.0 Scope

These procedures apply to the LOGCAP 3 Support Contract.

3.0 Procedures

- **Operate Freight Forwarding Area (FFA) & Trailer Transfer Point (TTP) for inbound/outbound cargo/equipment and military trailers.**

All military containerized, break bulk, and rolling stock cargo will be received and processed through the FFA prior to onward movement to final destination or the customer.

Military trailers will be received, inventoried, and staged at the TTP. Trailers are inventoried and logged into the TTP trailer report and dispatched to the military mode operator as required.

BRS Material Handling Equipment (MHE) provides heavy lift support to the FFA/TTP mission. BRS MHE performs all cargo trans-loading operations.

BRS Maintenance provides all of the maintenance support for the Trailer Transfer Point. They perform a 100% pre-operation inspection of all outbound trailers prior to notification of a convoy departure.

A maintenance team is required at the FFA/TTP on the day of departure to correct any trailer mechanical problems prior to convoy departure.

FFA/TTP personnel conduct daily maintenance inspections in conjunction with the 100% trailer inventory of all the trailers staged in the TTP.

- **Prepare and submit various reports on the status of cargo and equipment received, staged, and shipped from the FFA as required by higher headquarters.**

The FFA/TTP prepares a trailer report that shows number, location, and service dates for military trailers.

Various reports on movement control and transportation operations are prepared for historical and analytical purposes. These reports are forwarded at various times to selected units and agencies as directed by higher headquarters or requesting agency.



Logistics Civil Augmentation Program (LOGCAP)

FREIGHT FORWARDING AREA/TRAILER TRANSFER POINT

SOP No. 10E

- **Receive and process (inbound/outbound) military cargo and equipment.**

Inbound Cargo:

The FFA/TTP processes each vehicle's Transportation Control and Movement Document (TCMD) upon arrival.

All documentation is received and logged in. BRS MHE is notified if heavy lift support is required to conduct download, upload or trans-loading operation. The inbound/outbound trailer and cargo is inspected to verify trailer, container number, serial number of any rolling stock cargo, serial number of any container seals, locks, and for the presence of sensitive items or hazardous materials. Inbound drivers are questioned to determine if their load contains hazardous materials or sensitive items.

Any cargo with sensitive items or designated as "unit sustainment" must have a Radio Frequency (RF) Tag attached. The RF tag is "read" using an interrogator device that sends a message to an Internet location that allows the tracking of the tagged cargo.

Hazardous materials cargo must have the appropriate required documents describing the hazards and actions to take in the event of a spill. The point of contact at destination is also checked.

The load is checked for proper blocking, bracing and tie down (BB&T) to ensure it is secure and road worthy.

Trailers are checked for proper equipment such as serviceable spare tires and locking pins. When parking trailers, they are segregated according to destination. Trailers carrying sensitive items are spotted in a special location under security lighting. All trailers are parked in a neat and orderly manner to facilitate safety and ease of movement. Once all inbound loads are in-processed, the FFA/TTP retains the original TCMD for filing or onward movement. The driver is issued a Xerox copy of their TCMD as a receipt.

Outbound Cargo:

Cargo is scheduled to leave the FFA yard for movement to final destination as soon as practical based on transportation priority and asset availability.

The shipping unit/agency prepares the TCMD, takes it to the BMCT, after which it goes to the FFA/TTP.

Outbound drivers report to the FFA/TTP office prior to departure. They are given the original TCMD and all customs clearance documents required for their load.



Logistics Civil Augmentation Program (LOGCAP)

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SOP No. 10E

Outbound missions are checked for any cargo with the same destination. This cargo is trans-loaded prior so that cargo with like destination is grouped onto the same trailer.

Date/time of outbound truck/convoy departure is annotated on the TCMD. A copy of the logged out TCMD is retained on file at the FFA/TTP.

The BMCT directs the FFA/TTP on individual cargo movements as well as cargo transload requirements. In the absence of specific guidance from the customer, the FFA/TTP and BMCT will program trailer loads for departure according to first in, first out.

- **Perform quality control check on all cargo shipping documentation and take action to correct any shipping documentation deficiencies.**

Quality control checks are performed on shipping documentation verifying trailer, container number, serial number of any rolling stock cargo, serial number of any container seals, locks, destination, and for the presence of sensitive items or hazardous materials.

- **Load and tie down cargo and equipment on trucks as required.**

The FFA/TTP will load equipment and block, brace and tie down (BB&T) equipment as required to ensure it is secure and road worthy prior to truck departure.

- **Prepare and submit a daily custom clearance request form to the appropriate headquarters for host nations requiring it.**

Prepare and submit a daily custom clearance request form to the Customs and Documentation Assistance Team (CDAT). The customs request includes all of the pertinent details relevant to the movement. The request may be submitted via fax or e-mail after a check of the documentation for the cargo that is destined for specified countries.

- **Provide FFA/TTP services 24 hours a day unless otherwise directed by appropriate higher headquarters.**

Maintain the capability to provide FFA/TTP services 24 hours a day unless otherwise directed by appropriate higher headquarters.



Brown & Root Services

MOVEMENT CONTROL STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
MOVEMENTS OPERATIONS**

SOP No. 10F

The purpose of this SOP is to outline tasks and procedures for movement control operations performed by Brown and Root Services (BRS).

2.0 Scope

These procedures apply to all movement control operations performed by BRS in the LOGCAP 3 Area of Operations. Listed below are tasks that can be performed by a BRS movement control organization. A listing of specific tasks performed at the MCT in each country location can be found in each country's mission detail report.

3.0 Procedures

3.1 Maintain visibility over surface and air movement control operations for U.S. Forces in the assigned AOR.

The Regional Movement Control Team (RMCT) LOGCAP 3 maintains visibility over movement control operations in the Area of Responsibility (AOR) and other areas as directed by military higher headquarters. The RMCT uses several management tools to maintain an accurate picture of what is moving in the AOR such as; daily SITREPS, Road Movement Bids, Diplomatic Clearances, Transportation Coordinated-Automated Command and Control Information System (TC-ACCIS), and Global Command and Control System – Army (GCCS-A).

3.2 Serve as the mode determination authority for all movements of U.S. Forces cargo outside of, or that cross divisional boundaries.

The MCTs serve as the mode determination authority for all movements of U.S. Forces cargo outside of, or that cross divisional boundaries. Required Delivery Date (RDD), cost, available assets, type of cargo, and command priorities are the main items that an MCT takes into account when determining the best mode of transportation (rail, military truck, commercial truck, air, ship, etc.) to fill a movement requirement.

3.3 Receive and process customer requests for transportation, generate Transportation Movement Releases (TMRs) and enter all movements into the Movement Control System (UMCS) using the Department of the Army Movement Management System-Redesigned (DAMMS-R).

- Customers must request transportation support using a TMR request form that is available from the servicing MCT. Once the TMR is received, it is reviewed by a MCT representative for accuracy and completeness. Coordination and planning is started to determine the best way to move the cargo based on RDD, cost, available assets, type of cargo, and command priorities.



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- The MCT creates a Transportation Movement Release (TMR) using the DAMMS-R system. The DAMMS-R system is a movement control automation system that provides visibility of movements within the AOR. This DAMMS-R TMR serves as the official tasking for the movement of cargo via military, commercial, BRS or rail modes.
- Communication is conducted with other MCTs by means of DAMMS-R and FAX to process TMRs. This communication process allows the origin MCT to send out notification to the destination MCT of an impending movement. DAMMS-R communication also allows the various MCTs to see what is inbound to their AOR.

3.4 Provide daily situation reports (SITREPS) to the appropriate higher headquarters that cover BMCT and ATMCT operations in the assigned AOR.

- The RMCT prepares a SITREP that provides an overview of all major movements in the AOR. The report includes, but is not limited to, air, rail, commercial/ military truck and bus, and sea movements of U.S. Forces cargo. Area road conditions and the status of RMCT and subordinate elements movement control communication and automation systems are also reported on this SITREP.
- The RMCT SITREP is classified SECRET and is stored, maintained, and handled following the procedures outlined in AR 380-19 and DOD 5220.22 M. The SITREP is submitted to higher headquarters on a twice-daily basis using the GCCS-A classified computer system.

3.5 Provide daily situation reports (SITREPS) to the appropriate higher headquarters that cover BMCT operations in the assigned AOR.

The SITREP shows an overview of all surface transportation missions in the assigned AOR. Formats may vary but information includes, but is not limited to rail, commercial and military truck/bus, and sea movements. The SITREP is submitted to the appropriate higher headquarters on a once daily basis.

3.6 Prepare and submit various reports on movement control and transportation operations in the assigned AOR as required by higher headquarters.

Various reports on movement control and transportation operations are prepared for historical and analytical purposes. These reports are forwarded at various times to selected units and agencies as directed by higher headquarters or requesting agency.

3.7 Attend meetings with Host Nation authorities on movement control and transportation issues as required.



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- MCT personnel are sometimes required to attend various meetings and conferences relating to U.S. Forces movement control and transportation operations in the Balkan AOR. Meetings can be held by the U.S. military and/or various Host Nation agencies.
- 3.8 **Assist units in the preparation and/or perform quality control check of shipment documentation for the movement of U.S. Forces cargo.**
- It is normally a unit responsibility to complete all shipping paperwork that must accompany a piece of cargo during movement (TCMD, Statement of Dangerous Goods Declaration, container packing list, sensitive item inventory sheet, etc). Upon request, the MCT will assist the Unit Movement Office (UMO) with the preparation of such forms, except HAZMAT certification.
 - The MCT can certify dangerous goods (HAZMAT) for shipment only after receiving contractual direction from the ACO.
 - MCT personnel examine all shipping documentation for accuracy and completeness and take corrective action if any deficiencies are found PRIOR to cargo or equipment movement.
- 3.9 **Task military and Brown and Root Services (BRS) transportation assets for the movement of U.S. Forces cargo.**
- Once the MCT determines the mode for the mission, the TMR is sent to the mode operator (the local military transportation unit or the BRS transportation section). The TMR will stipulate the spot, load, pull, and RDD dates requested by the customer. It will also give the cargo description and dimensions and any special considerations (oversize, HAZMAT, etc.).
 - The mode operator reviews the TMR and determines if they can perform the mission as requested.
 - If they cannot perform the mission as requested, they notify the MCT of the first available date to complete the mission.
 - The MCT checks with the customer and determines if the new date for the mission is acceptable based on the RDD. If the date is acceptable, then the BMCT notifies the mode operator, and then the mode operator submits the information required for movement (march credit request, dip clearances, form-C information, 302 information, etc.) as required to the MCT.



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- The TMR will be modified in DAMMS-R to reflect the new mission date. Once the mission date is firm, the origin MCT performs a Positive Inbound Clearance (PIC) with the destination MCT. The PIC provides all mission data (number of trucks, cargo, destination POC, MHE support requirements, etc.) that the destination MCT needs. The date, time, and individual PIC'd are annotated on the DAMMS TMR as well as the daily MCT SITREP.
- If the mode operator cannot perform the mission then the MCT will initiate actions to obtain commercial transportation.

3.10 Assist military units with deployment and redeployment operations.

MCTs will assist military units with deployment and redeployment operations by providing the proper documentation required to move cargo from point to point (TMRs, TCMDs, packing list, SDDG, etc.) and assists the unit in the preparation of this documentation. MCTs will verify movement dates using the latest Time Phased Deployment Data (TPFDD) document available on the GCCS-A system. The MCT will also provide guidance and information on unit movement operations to the requesting unit as required. Once the unit movement is underway, the MCT keeps the customer informed of all mission progress and provides updates of any changes in mission requirements.

3.11 Request and coordinate the use of commercial truck transportation when military or BRS assets are not available or not able to complete the mission.

- If BRS or military trucks are unable to perform a mission as requested, a One Time Only Tender (OTO) is requested from the Intratheater Commercial Transportation Branch (ICTB) to contract commercial truck(s). The OTO request must state the spot, pull, load, and RDD dates. It must also show the cargo description and dimensions, the origin and destination addresses and POCs and desired route for the trucks to travel. The request is submitted to ICTB approximately 14 days prior to the requested move date. This submission time varies depending on the type of move and command priority. ICTB will contact the requesting MCT to request additional information as required.
- ICTB will notify the requesting MCT when the tender (contract for commercial services) has been awarded via an advanced notification form. A copy of the tender itself is sent to the requesting MCT once both the carrier and ICTB sign it. The requesting MCT maintains a copy of this tender on file.
- The requesting MCT contacts the carrier to get the required diplomatic clearance information as required. The diplomatic clearance is forwarded



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to the appropriate coordinating agency according to the submission timelines for each country to be transited.

3.12 Prepare payment documentation for commercial truck transportation services and submit to appropriate higher headquarters.

- When the commercial truck tender is received from ICTB, a fund cite request is submitted through the appropriate headquarters for processing.
- Upon receipt of the fund citation number, an AE Form 68B (freight warrant) is prepared for payment of commercial truck services.
- The 68B is given to the driver prior to departure from origin location. The driver signs the 68B and copies of the signed AE 68B are distributed as follows: Copies 1, 2, and 6 go with the driver to final destination. The final destination MCT certifies receipt of cargo and closes out the 68B by annotating download time. The carrier submits copy 1 to finance for payment. Copy 2 remains with the destination MCT. Copy 6 is retained by the carrier for file purposes. Copy 3 and copy 4 are submitted to the appropriate higher headquarters for submission to finance. Copy 5 is maintained on file by the origin MCT.

3.13 Request and coordinate the use of commercial bus transportation when military or BRS assets are not available or not able to complete the mission.

- Customers are required to fill out a bus movement request with all required information. This information includes unit, number of passengers, spot, load, and pull dates/times and location, and bus destination.
- If the MCT holds a Special Service Tender (SST) for the requested route, they activate that tender by ordering bus services from the carrier telephonically and follow up, in writing, at least 24 hours (one working day) prior to scheduled movement.
- If the MCT does not hold a Special Service Tender (SST) for the requested route, they fax an OTO request to ICTB. The request must include unit, number of passengers, spot, load, and pull dates/times and location, and bus destination.
- ICTB then contracts a carrier for the mission. ICTB will notify the requesting MCT when the tender (contract for commercial services) has been awarded via an advanced notification form. A copy of the tender itself is sent to the requesting MCT once both the carrier and ICTB sign it. The requesting MCT maintains a copy of this tender on file.



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- The requesting MCT contacts the carrier to get the required diplomatic clearance information as required. The diplomatic clearance is forwarded to the appropriate coordinating agency according to the submission timelines for each country to be transited.
- 3.14 Prepare payment documentation for commercial bus transportation services and submit to appropriate higher headquarters.**
- When the commercial bus tender is received from ICTB, a fund cite request is submitted through the appropriate headquarters for processing.
 - Upon receipt of the fund citation number, an AE Form 40 (freight warrant) is prepared for payment of commercial bus services.
 - The copies of the AE 40 are distributed as follows:
Original (white) is given to the driver who submits it to finance for payment.
Copy 2 (yellow) and copy 4 (green) are submitted to the appropriate higher headquarters for submission to finance.
Copy 3 (pink) is maintained on file by the origin MCT.
- 3.15 Prepare Export Traffic Release Requests (ETRRs) for the movement of U.S. Forces cargo to CONUS and submit to appropriate coordinating agency as required.**
- An Export Traffic Release (ETR) is required to ship release unit loads to a seaport of embarkation for export from Central Europe.
 - The origin MCT prepares an ETRR following guidelines found in Regulation 55-355 and DOD Reg 4500.32-R and submits it to OCCA (the military export cargo offering and booking office). Submission timelines for ETRRs vary according to mission requirements.
 - Upon receipt of the ETR from OCCA, planning and coordination is made to move the cargo or equipment to the designated port by the specified date using the most efficient mode of transportation.
- 3.16 Prepare and submit highway march credit requests to the appropriate higher headquarters for the movement of U.S. Forces equipment and cargo by road.**
- March credits serve as both the movement order (permission for convoy, oversize or heavy lift move) and as permission granted by the host nation authority for convoy, oversize/overweight, or heavy lift movements on a specific route at a specified time. They can also be used (along with



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diplomatic clearances) to inform borders of the loads and number of vehicles that will cross the borders.

- March credits are required for convoys, oversize vehicles, and vehicles transporting hazardous materials.
- The March Credit Request (MCR) must include truck/trailer, driver, and cargo information along with the requested SP date/time. The origin MCT and mode operator determine a proposed route for the mission (with HTD input as required) and that proposal is incorporated into the MCR that is submitted to the Host Nation authorities by the HTD. Submission timelines for march credits vary based on the country transited.

3.17 Prepare and submit highway march credit requests to the appropriate Host Nation government agencies for the movement of U.S. Forces equipment and cargo by road.

- March credits serve as both the movement order (permission for convoy, oversize or heavy lift move) and as permission granted by the host nation authority for convoy, oversize/overweight, or heavy lift movements on a specific route at a specified time. Specific requirements for march credits vary by country.
- The RMCT HTD receives March Credit Request (MCR) from origin MCTs and checks the request for completeness and accuracy, i.e. Start Point (SP)/Release Point (RP) times, number and types of vehicles, cargo description, and dimensions.
- The HTD completes the MCR worksheet received from the origin BMCT and submits it to the appropriate Host Nation approval authority via fax.
- Host Nation agencies will approve or disapprove the MCR based on various factors such as number and type of trucks and loads, date of move, time of move, and requested route of travel. Approved march credits will be assigned a convoy control number by the RMCT and route permit number by the Host Nation approval authority. The HTD provides a copy of the approved march credits to the origin BMCT upon receipt from Host Nation authorities. Disapproved march credits will identify the reason for disapproval and recommendations to consider in order to obtain an approved march credit.

3.18 Prepare and submit diplomatic clearance requests to the appropriate higher headquarters for the movement of U.S. Forces equipment and cargo by road and rail.

A Diplomatic Clearance is required for all assets (commercial or military) transporting U.S. Forces cargo/equipment across international borders. The



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request must include truck and trailer license information, driver's name and passport number, cargo information, and border entry and exit points with date and time. The request is submitted to the Theater Movement Control Center Operation Section.

3.19 Plan and document rail movements of U.S. Forces cargo and equipment.

- The Rail Movement Management Team (RMMT) is the section within the MCT that plans and documents rail movements of U.S. Forces cargo and equipment.
- RMMT personnel receive a list of cargo and/or equipment from the customer and begin the rail planning process to determine the number and type of rail cars required.
- A DAMMS-R TMR is cut for the rail mission. Once the mission date is firm, the origin MCT performs a Positive Inbound Clearance (PIC) with the destination MCT. The PIC provides all mission data (number of rail cars, cargo, destination POC, MHE support requirements, etc.) that the destination MCT needs. The date, time, and individual PIC'd are annotated on the DAMMS-R TMR as well as the daily MCT SITREP.
- A cost estimate for the rail move is then completed to determine the amount of money to be placed on the fund cite request. The RMMT prepares a fund cite request and submits it to the appropriate higher headquarters for submission to finance.
- Once the fund cite is approved and received back from finance, the RMMT orders the required rail cars from the appropriate coordinating agency.
- A Diplomatic Clearance is required for trains transporting U.S. Forces cargo/equipment across international borders. The request must include number and type of rail cars, number of passengers (when applicable), cargo information, and border entry and exit points with date and time. The RMMT submits the diplomatic clearance request to the Theater Movement Control Center Operation Section.
- The RMMT then coordinates rail load or download activities with the agency responsible for railhead operations in their respective area. Specific coordination information includes, but is not limited to; date and time of load/unload, MHE requirements, number and type of rail cars to be loaded, cargo description, and driver requirements.
- Documentation required to accompany the train:



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It is normally a unit responsibility to complete all shipping paperwork that must accompany a piece of cargo during movement (TCMD, Statement of Dangerous Goods Declaration, container packing list, sensitive item inventory sheet, etc). Upon request, the RMMT will assist the Unit Movement Officer (UMO) with the preparation of such forms, except HAZMAT certification.

- The RMMT can certify dangerous goods (HAZMAT) for shipment only after receiving contractual direction from the ACO.
- RMMT personnel examine all shipping documentation for accuracy and completeness and take corrective action if any deficiencies are found PRIOR to cargo or equipment movement.
- Once the rail load is complete, the RMMT prepares the AE 212 (Rail car manifest). This form shows the following information: each rail car by serial number, the weight of each car, the cargo loaded on each car, the weight of the cargo loaded on each car, and HAZMAT information (as applicable). An adequate number of copies of the AE 212 must be made to assure that it arrives at final destination with the freight warrant (CIM).
- Customs documentation must also accompany the train. Specific customs documentation requirements vary based on the countries to be transited.

3.20 Prepare payment documentation for commercial rail transportation services and submit to appropriate higher headquarters.

- The freight warrant for commercial rail movements is the CIM form. The CIM form is an international freight form accepted by all European countries. A stamp must be placed on every copy of the original CIM form to certify that the shipment is U.S. Forces cargo. The fund citation number and the customs form number(s) must be annotated on the CIM form. If the cargo contains HAZMAT, the type, UN number, proper shipping name, class, and quantity must also be annotated on the CIM form.

- The six copies of the CIM form are distributed as follows:

Page 1: Original Freight Warrant (the carrier submits this copy to finance to receive payment for the shipment) Page 2: Invoice (Billing sheet, which details all charges; this accompanies the consignment to the destination/re-invoicing station and remains with the destination/interchange railway company)

Page 3: Receipt (accompanies the consignment to the destination station and remains with the destination railway company).



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Page 4: Duplicate Freight Warrant (will be handed to the consignor after the freight has been accepted.)

Page 4a: Dispatch Note (forward to HQ, Joint Command, J-4 office)

Page 5: Dispatch Note (remains with the dispatching railway company)

Note: For shipments originating and terminating in BiH, an extra copy of the CIM and of the Manifest (photocopy) must be included for the Republic of Srpska. Copies should be in an envelope clearly marked for "Railways of the Republic of Srpska and attached to the original paperwork.

- The AE form 464 will be prepared, if accessorial services such as switching, stabling etc., are requested from the local railway company. The AE 464 form consists of five copies. Copies 1 & 5 are given to the local servicing railway company, one copy is submitted to finance, one copy is submitted to the appropriate higher headquarters, and the last copy is maintained by the origin RMMT or MCT.

3.21 Serve as a liaison between the Host Nation railway agencies/departments and the U.S. Forces.

The RMMT personnel serve as the focal point of relations between the Host Nation railways and the U.S. Forces. The RMMT conducts meetings from time to time with the Host Nation rail authorities in their assigned AOR to facilitate the use of the HN rail system and to address minor issues related to the use of these systems by the U.S. Forces.

3.22 Perform duties as U.S. Customs stamp holder.

The AE Form 302-1 is a NATO sanctioned customs clearance document for the duty free import/export of goods that are the property of, or destined to be the property of the U.S. Forces, across international borders. This form must be stamped with an authorized U.S. Customs Stamp. The stamp certifies that the cargo listed on the form is indeed U.S. Forces cargo and therefore exempt from any taxes, duties, or fees. Stamp holders are appointed and terminated in writing by military authorities (usually a LTC or above). Appointment and termination orders must be maintained on file at the respective stamp holder's location. The stamp holder is responsible for the proper use and safeguarding of the stamp. Designated US Forces customs clearance officers are responsible for preparation of AE Form 302-1, and will stamp and sign original and all copies. Specific U.S. customs stamp holder procedures are outlined in REG 55-355.



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3.23 Perform Movement Regulating Team (MRT) function.

The MRT assists in the movement of convoys, buses, and reports various movement information to higher headquarters as necessary or directed. The MRT may be used to facilitate border crossings for vehicles or convoys carrying U.S. Forces cargo. The MRT may also be used to escort commercial buses or trucks onto and within U.S. installations.

3.24 Prepare, process, reconcile, and file AE Form 302-1 (NATO customs document) to facilitate border clearance of U.S.

- The AE Form 302-1 is a NATO sanctioned customs clearance document for the duty free import/export of goods that are the property of, or destined to be the property of the U.S. Forces, across international borders. The MCT prepares an AE 302-1 after receipt of a request from the shipping customer. The request for AE 302-1 must state name and address of consignor and consignee, number and description of packages, description of goods, seal number (as applicable) and the cargo weight. The MCT then requests vehicle information from the mode operator and prepares the 302-1. AE Forms 302-1s are published in sets consisting in an original and 5 copies, numbered copy 1 through 6.
- All copies (except copy 4) will be presented to the Customs Officials at the various borders. They will stamp all the copies and retain (if required) a copy (except the original) for their records.
- Copy 4 is maintained on file by the origin MCT.
- The destination customer closes out the 302-1 by signing and dating the form in the appropriate place. Consignee will also annotate on the back of the original 302-1 if the shipment presents any discrepancies. Consignee will then maintain a copy on file, and mail the original back to the issuing MCT. Upon receipt of original 302-1 certified by the consignee, the issuing MCT will reconcile and file the original form with copy 4 already on file.
- The 302-1 is an accountable form; therefore an automated or written log must be maintained to record the date and reason each 302 was issued.
- More specific procedures and instructions for the use of the AE 302-1 are outlined in Regulation 55-355.

3.25 Submit, reconcile, and file fund citation requests for commercial transportation services.

- Fund cites are the approved account code citation that authorize the expenditure of funds to support movement operations. Fund cites are used



**Logistics Civil Augmentation Program (LOGCAP)
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to pay for commercial transportation assets moving U.S. Forces personnel and cargo.

- The higher headquarters that provides the MCT operation support will receive fund cite requests from origin MCT's. Fund cite request will be verified (valid TMR/Frago), logged in and forwarded to the appropriate headquarters for processing/approval.
- Approved fund cites requests are received from supporting finance office and a copy of the request will be forwarded to the origin (requesting) MCT. The supporting higher headquarters will file a copy of each request for fund tracking and reconciliation.

3.26 Submit, reconcile, and file freight warrants for commercial transportation services.

- Freight warrants (AE Form 68b[truck], AE form 40 [bus], and CIM form [rail]) are the documents that are issued to the commercial companies to receive payment for transportation services rendered in support of the U.S. Forces. These documents serve as the validation source documents used by the approving finance office to confirm that the services were performed as requested.
- Supporting higher headquarters receives copies of freight warrants for completed moves from each origin MCT. The supporting headquarters confirms funding information, verifies tracking data, and forwards the billing copy of each freight warrant to the servicing finance office.

3.27 Perform container management functions for U.S. Forces in the assigned AOR.

- The container management specialist maintains information on the location and status of all government owned and leased containers in the assigned AOR.
- Requesting use of empty containers. If a situation arises with a unit or organization needing an empty container for shipment of cargo, coordination is made with the container specialist and appropriate higher headquarters to have a container released to the requesting unit.
- Excess Container Turn-in. Periodically, due to the redeployment of units, supply usage, and content consolidations, the amount of empty containers exceeds desired level of on hand empty containers and creates a need to return the excess containers to the transportation system. Once emptied and cleaned, the containers are sent to a designated area for staging. When a significant amount (varies based on mission requirements) of empty



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containers are collected, coordination is made with the MCT to ship a certain number of containers to the container holding yard. Rail or truck transportation can be used to ship these empty containers back to the yard.

- Container Reporting Procedures. The container management specialist produces and maintains a weekly container report (format may vary) encompassing data that is submitted from subordinate units/organizations and then forwarded to the appropriate higher headquarters. Container reports are maintained and e-mailed out to appropriate higher headquarters as required. The container management specialist will perform a periodic physical inspection of the containers in his/her assigned AOR to ensure accuracy of the reported information and to assess container utilization.

3.28 Operate and maintain the Transportation Coordinated Automated Command and Control Information System (TC-ACCIS)

- The Transportation Coordinated Automated Command and Control Information System (TC-ACCIS) is an information management and data communication system used to plan and execute unit moves. The MCT's TC-ACCIS operator provides assistance to units utilizing the system during deployment and redeployment operations as required. When units do not have an assigned Unit Movement Officer (UMO) or TC-ACCIS operator the MCT operator will assist with inputting Automated Unit Equipment List (AUEL) and Deployment Equipment List (DEL) into the system.
- Create and maintain AUELs. Creating an AUEL assists units in maintaining and tracking their equipment so that they can be prepared for unit movements. AUELs are normally created at home station prior to deployment.
- Develop and update DELs. A DEL is a list of equipment that a unit will deploy with to support their operation. The DEL is tailored by the unit commander based on mission requirements. A unit's DEL is essential in the redeployment process. The DEL is the key data element used by the MCT to order transportation assets for unit movements.
- Create military shipping labels. Military Shipping Labels (MSLs) are bar coded labels placed on every piece of unit equipment that are used to track and manage cargo during unit movements. The labels give a cargo description, weight, dimensional data, and identify what unit owns the equipment.

3.29 Perform system administrator functions for the Transportation Coordinated Automated Command and Control Information System (TC-ACCIS)



**Logistics Civil Augmentation Program (LOGCAP)
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- The TC-ACCIS administrator assists remote TC-ACCIS users in the assigned AOR. The TC-ACCIS administrator maintains the TC-ACCIS database and performs daily maintenance to ensure no loss of data. The administrator also troubleshoots any problems with the system server and provides guidance to the remote locations as required.
- Access TC-ACCIS database in Central Region (CR) and CONUS. TC-ACCIS communications to CR and CONUS enables information dissemination to all concerned MCTs. The information that is sent from TC-ACCIS is used in the development of the TPFDD and therefore is a vital part in the planning stages of unit movements.

3.30 Operate and maintain the Global Command and Control System-Army (GCCS-A).

- The Global Command and Control System-Army (GCCS-A) is a secure automation system used to transmit classified movement data. GCCS-A provides a secure means of receiving and sending Timed Phased Force Deployment Data (TPFDD's), FRAGOS & Movement Orders, and daily Situation Reports (SITREPS) for projected missions in and out of the AOR. Employees with valid SECRET clearances are the only BRS personnel authorized access to information contained in the GCCS-A system.
- All information on the GCCS-A system is classified and is stored, maintained, and handled following the procedures outlined in AR 380-19 and DOD 5220.22 M.

3.31 Coordinate convoy escorts with Host Nation authorities for movements of U.S. Forces cargo as required.

- Depending on the number or type of vehicles in the convoy, type/dimension of the cargo, and/or the route of travel, Host Nations may require escorts for truck movement. There are four different types of escorts; unit owned, Military Police/Host Nation Military Police, Host Nation Civilian Police, or Contracted Commercial Escorts (special tender). Approved March Credits will dictate the type of escorts required.
- Unit Owned: Unit owned escorts are escorts provided by the unit/organization conducting the move. Normally, two are required, one as the lead vehicle and one as the trail vehicle. In some situations, the last vehicle of a convoy can suffice as the trail escort vehicle. The escort vehicles can be military type (green) or commercial type (non-tactical). Rotating Amber Warning Lights (RAWLs) are required to be mounted on the vehicle(s) performing Escort duties.



**Logistics Civil Augmentation Program (LOGCAP)
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- U.S. Military Police/Host Nation Military Police: Military Police escort are required when transporting certain types of cargo (class I ammunition/military personnel) through specified areas within the AOR for security and force protection purposes. HTD will coordinate MP Escorts when required through the military operations channels via phone, fax, and written correspondence. HTD will coordinate Host Nation Military Police escorts when required with the United States Army Liaison officers in the respective countries via 1st TMCA.
- Host Nation Civilian Police: Requirements for Host Nation Civilian Police escorts are determined by the Host Nation March Credit Approving Authority. Once Host Nation Civilian Police escorts have been identified as a requirement for movement, that requirement can only be removed by the Host Nation March Credit Approving Authority. All changes to SP time must be coordinated with the Host Nation March Credit Approving Authority via HTD (any change requires two hour minimum notice).
- Contracted Commercial Escorts: Contracted escort services are required for certain oversize/overweight moves exceeding specified dimensions within countries. HTD will coordinate with the origin MCT and destination MCT and the servicing finance office to request funding and obtain escort services.
- Origin MCTs must submit a fund cite request for escorts to the appropriate headquarters. Fund cite request will be processed by the approving finance office. The HTD will forward approved fund cite request, copy of approved march credits, and written request for commercial escorts to destination MCT.
- The HTD will confirm the contracted escort service request telephonically with MCT Graf and notify origin BMCT of convoy/contracted escort service link up time and location.



Brown & Root Services

RAILHEAD OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
RAILHEAD OPERATIONS**

SOP No. 10G

1.0 Purpose

To establish procedures for Railhead Operations.

2.0 Scope

Brown and Root Services (BRS) will provide Railhead Support. BRS will be capable of loading and unloading rail cars and provide transportation and MHE support.

3.0 Procedures

Upon notice of train arrival BRS will load or off load rail cars as directed. BRS will transport cargo as requested (to/from the railhead) by Transportation Movement Request (TMR).

3.1 Pre-Railhead Operations

- 3.1.1 Coordinate with client on mission requirements and conduct Risk Assessment for the operation.
- 3.1.2 Coordinate with client on Traffic Control Points (TCP) and military police support and entry/exit of camps as required.
- 3.1.3 Coordinate with client on rail Subject Matter Expert (SME) as required.
- 3.1.4 Coordinate medical support as required.
- 3.1.5 Coordinate with client on tie down requirements.
- 3.1.6 Coordinate MHE and Transportation requirements to support the mission.
- 3.1.7 Coordinate Class 1 requirement (water and rations) and Services support (Portable Toilets/SST, Trash, Water, Vector Control and Fuel).
- 3.1.8 Provide communications net control station for command and control of railhead operations.
- 3.1.9 Ensure sufficient lighting is available for night operations if required
- 3.1.10 Coordinate blocking and bracing requirements if required.

3.2 Railhead Operations



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RAILHEAD OPERATIONS**

SOP No. 10G

- 3.2.1 Conduct Total Safety Task Instruction (TSTI), ensure that PPE is provided and used by all personnel. Ensure any visitors are wearing PPE as required.
- 3.2.2 Marshall all movement and MHE activity during operations.
- 3.2.3 Maintain control of access to/from railhead operations area.
- 3.2.4 Conduct load/down-load operations efficiently and safely as required.

3.3 Post Railhead Operations

At the completion of each mission facilities shall be policed and secured.



Brown & Root Services

MARSHALLING AREA SERVICES STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
MARSHALLING AREA SERVICES**

SOP No. 10H

1.0 Purpose

To establish Standard Operating Procedures (SOP) for the Marshalling/Vehicle Staging Area for the Theater of Operations.

2.0 Scope

These procedures cover the movement and staging of deploying, re-deploying, sustainment and retrograde supplies and equipment in support of the LOGCAP 3 Support Contract.

3.0 Responsibilities

This SOP is applicable to all tenant and transient based activities that require use at the Marshalling/Staging area.

4.0 Procedures

- All vehicles that are deploying, re-deploying or carrying sustainment and/or retrograde supplies and equipment will be provided escorts into the marshalling area. The escort(s) will assign the vehicle(s) to a staging lane for processing.
- Convoy commanders and/or liaison officers (LNOs) are responsible for providing vehicle escorts to the final convoy staging lanes once an escort assigns a lane.
- Once in the staging lanes, movement of vehicles will be coordinated with the Staging Office or designated representative. Once movement is coordinated, Brown and Root Services (BRS) personnel will escort all vehicles and equipment in and/or departing the Marshalling Area.
- The Marshalling/Staging area speed limit signs and traffic patterns are posted and will be followed.
- Unit formations/assemblies will be held in designated areas outside of the marshalling area.
- The marshalling/staging area will not be used as a jogging or physical training area. Foot traffic is limited to the unit staging lanes and the fuel point.
- The Materiel Handling Equipment (MHE) area is for authorized personnel only.



**Logistics Civil Augmentation Program (LOGCAP)
MARSHALLING AREA SERVICES**

SOP No. 10H

- Unit LNOs will coordinate with the Staging office to coordinate for the loading or downloading supplies and equipment on their vehicles.

5.0 Vehicle Staging

- Staging lanes are designed with safety/maintenance areas for use by the BRS maintenance contact teams. This allows easy access to select vehicles without disrupting the lanes assignments. It will also maintain unit integrity in the lanes.
- Staging lanes will be clear of foot – traffic, vehicle components, trash and other debris.
- All staged vehicles will remain unlocked. A key will remain with the equipment. Key(s) should be taped or secured to the steering wheel. This is required for emergencies or to temporarily re-locate a vehicle.

6.0 Safety Briefings

- Upon arrival, the staging specialist or a designated representative will provide a safety briefing to the incoming convoy commander or LNO concerning the Marshalling Yard safety rules. It is the convoy commander or LNO's responsibility to brief the unit members in his/her convoy about the safety requirements in the marshalling area.
- Safety violations will be brought to the attention of the local commander for corrective action.

7.0 Services and Facilities

The marshalling/staging area is equipped with a heating area, water point, hazardous waste point, fuel point, trash collection points and portable toilets.

8.0 Fueling Operations

All vehicles requiring fuel will rotate through the fuel point located inside the marshalling area. Once refuel operations are completed, vehicles return to the same assigned lane. Refueling vehicles in the lanes may occur at the discretion of the Marshalling/Staging area supervisor or designated representative.



**Logistics Civil Augmentation Program (LOGCAP)
MARSHALLING AREA SERVICES**

SOP No. 10H

9.0 Hazmat Spill Prevention

- Units will place drip pans (when available) underneath their equipment.
- Hazardous Material (HAZMAT) spill, users will take immediate action to contain and pick up the spill. The staging specialist or his/her designated representative will be notified immediately to assess the situation and call the BRS HAZMAT team.

10.0 Safety

- All weapons will be cleared prior to entering and/or departing the marshalling area.
- All units will use chock blocks when available.
- All vehicles will have ground guides/or escorts while in the Marshalling/ Staging area.

11.0 Administrative Vehicle Use

Units are authorized two small vehicles for administrative use while on the base. These vehicles will be reported to the Staging Office upon arrival, or as soon as possible thereafter. Tactical vehicles used for administrative use must be returned to the Marshalling area upon completion of administrative use. All other unit vehicles will remain in the staging area, unless directed to the warehouse or other area for upload or download procedures. These vehicles will also be reported to the Staging Office.

12.0 Sustainment/Resupply Convoys Procedures

- All military and commercial vehicles carrying sustainment supplies and equipment will be logged in at the marshalling yard entrance gate. An escort will be provided to lead the vehicle to the appropriate location.
- The documents will be retrieved from the carrier and a determination will be made where the incoming vehicle(s) will be staged.
- The Movement Control Team (MCT) will be notified of all incoming commercial vehicles that have "roundtrip" authorization so load determinations can be made in timely a manner.



**Logistics Civil Augmentation Program (LOGCAP)
MARSHALLING AREA SERVICES**

SOP No. 10H

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- The staging specialist will coordinate with the container foreman and the MHE section to download contents when required. An escort will lead the vehicle to the appropriate area to complete customs documentation. No commercial contract vehicles will be released from the marshalling yard unless cleared to do so by the MCT or appropriate office.
 - Cargo will be segregated for onward movement or local unit distribution.
 - To retrieve equipment or supplies from the yard, all organizations must obtain a release authorization document from the Task Force commander, or his/her designated representative prior to removing any portion of their equipment from the marshalling yard. No material will be released without the release document bearing the authorized representative signature. Sustainment supplies will be released for shipment via Transportation Movement Request (TMR) or Positive Inbound/Outbound Clearance form (PIC).



Brown & Root Services

TRANSPORTATION OPERATIONS

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
TRANSPORTATION OPERATIONS**

SOP No. 11

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• TMP Operations SOP	SOP No. 11C



Brown & Root Services

SHUTTLE BUS OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
SHUTTLE BUS OPERATIONS**

SOP No. 11A

1.0 Purpose

The purpose of this SOP is to prescribe policies and procedures for the Brown and Root Services (BRS) shuttle bus operation.

2.0 Scope

This SOP applies to the LOGCAP Support Contract.

3.0 Procedures

- 3.1 Transportation Movement Requests (TMR's) are received from the designated military authority that receives and validates the request from the units. The TMR is then forwarded to either the Branch Movement Control Team (BMCT) or designated BRS representative. If sent to the BRS representative, it is forwarded to BRS for execution. The mission will then be either self-performed or sub-contracted.
- 3.2 BRS also uses an internal TMR form for internal BRS personnel movements. This is forwarded from the requesting section directly to the designated BRS POC, who will coordinate its execution.
- 3.3 Shuttle bus service is provided for the US Forces. Bus routes and schedules shall be posted at each on-base stop.
- 3.4 BRS maintains a 24-hour on call capability to respond to unscheduled missions.
- 3.5 BRS also manages subcontracted bus services. See BMCT SOP.



Brown & Root Services

TRANSPORTATION OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
TRANSPORTATION OPERATIONS**

SOP No. 11B

The purpose of this SOP is to establish procedures for Local and Line haul transportation operations.

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract.

3.0 Procedures

3.1 The procedures will be used during Local and Line haul transportation for the light, medium and heavy modes of transportation for the movement of passengers, mail, Stars and Stripes, cargo, all classes of supply, retrograde, and heavy equipment within theater of operations. These procedures are applicable for regular local, line haul, or express transportation operations.

3.1.1 A Transportation Movement Request (TMR) or a Brown and Root Services (BRS) Dispatcher will be used to task transportation assets. The TMR is submitted from a servicing Movement Control Agency (MCA) or any competent authority requiring transportation service. A Transportation Control Movement Document (TCMD), Warehouse Requisition, or an authorized Transportation Movement Request (TMR) receipts movement of cargo. The only exception is Stars and Stripes newspapers. Tasking is on-call, and distribution instructions are provided with newspapers.

3.1.2 Pre-mission responsibilities

- Ensure the appropriate mission vehicle(s) is/are dispatched.
- Preposition and/or marshal vehicles to maintain command and control, positive control of property, and safety of personnel.
- Ensure driver(s) have the proper license (s) and training to operate assigned vehicles.
- Ensure Proper Protective Equipment (PPE) on hand for the vehicle operator(s).
- Ensure the driver(s) receive proper TSTI II on vehicle operation and use of support equipment.

3.1.3 Mission Planning Responsibilities

- Check the TCMD, TMR or Warehouse Requisition and coordinate with MCA or authorized requester.



**Logistics Civil Augmentation Program (LOGCAP)
TRANSPORTATION OPERATIONS**

SOP No. 11B

- If mission has changed, annotate changes on form with all pertinent details per local procedures.
- Mission cancelled or unauthorized, return TMR to requestor.
- Identify vehicle (s) requirements.
- Identify mission and support personnel, as applicable.
- Conduct route reconnaissance, as applicable.
 1. Conduct map reconnaissance, and select primary and alternate routes.
 2. Identify halts, remain over night (RON) sites, route restrictions, and prepare strip map.
 3. Identify checkpoints (CP) for reporting mission progress, arrival times, and departure times.
- Submit appropriate information for border and/or diplomatic clearances and custom clearances, as applicable.
- Preposition and/or stage vehicle(s) for loading, as applicable.

3.1.4 Plan Vehicle(s) Movement

- Identify and coordinate special mission requirements.
- Ensure communication equipment is in working order.
- Coordinate mission support requirements.
- Determine in transit visibility.

3.1.5 Prepare Driver(s)

- Ensure driver(s) have the opportunity for necessary rest and sleep prior to vehicle(s) departure time.
- Conduct pre-trip inspections to check personnel, equipment, documents, and PPE.
- Ensure driver(s) receive proper TSTI II on vehicle operation and use of support equipment.
- Preposition express drivers for receipt of mission vehicles.



**Logistics Civil Augmentation Program (LOGCAP)
TRANSPORTATION OPERATIONS**

SOP No. 11B

3.1.6 Prepare Vehicle(s)

- Schedule driver(s) for pre-trip vehicle inspection.
- Check load to ensure proper cargo markings, and placards.
- Receipt the TCMD and/or appropriate shipping documents from shipper, ensure documents are complete, as applicable.
- Ensure each vehicle has appropriate safety and support equipment.

3.1.7 Mission Responsibilities

- TSTI II, brief personnel, and cover any special requirements that are applicable to your particular mission.
- Ensure vehicle (s) departure is on time.
- Report departure time to Transportation.
- Monitor movement of assets.
- Ensure arrival and departure of CPs and the arrival at destination are reported to Transportation, as applicable.
- Process clearance and custom paperwork with appropriate officials, as required.
- Conduct periodic load inspections and maintenance checks.
- Receipt the TCMD, TMR, Warehouse Requisition, and/or appropriate shipping documents to the receiver.
- Express drivers will prepare for receipt of inbound vehicles and cargo one (1) hour prior to scheduled delivery.

3.1.8 Post Mission Responsibilities

- Conduct maintenance and post trip check on vehicle(s).
- Secure blocking, bracing and tie downs, as applicable.



Brown & Root Services

TRANSPORTATION MOTOR POOL STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
TRANSPORTATION MOTOR POOL**

SOP No. 11C

1.0 Purpose

This Standard Operating Procedure (SOP) provides guidelines and procedures for the operation of the Transportation Motor Pool (TMP).

2.0 Scope

This SOP is applicable to the management and oversight of the Brown and Root Services (BRS) TMP services in support of the LOGCAP 3 Support Contract.

3.0 Mission

To support elements with TMP services and provide for 24-hour maintenance and emergency road services for vehicles assigned to the TMP.

4.0 Responsibilities

4.1 TMP Supervisor

- Responsible for daily operation of the TMP. Ensures procedures for dispatching and maintenance are followed.
- Coordinates with the Division Transportation Officer (DTO) and/or Military TMP Supervisor on vehicle requirements.

4.2 Dispatcher

- Dispatches vehicles in accordance with established procedures.

5.0 Dispatching

5.1 Request for Dispatch

- Customers requesting vehicles must do so through the G-4 and/or DTO office.
- The G-4 and/or DTO will verify availability of vehicles and validate the request. A "vehicle request" type document will be forwarded from the G-4 and/or DTO to the TMP and will include the following information:
 1. Appropriate tracking number (if utilized)
 2. The Requesting Unit or Agency



**Logistics Civil Augmentation Program (LOGCAP)
TRANSPORTATION MOTOR POOL**

SOP No. 11C

3. A Point of Contact (POC) and Phone Number
4. Type of Vehicle
5. Date and Time of requested pull
6. Duration of Dispatch (Date of Return)

- The dispatcher will ensure that the G-4 and/or DTO are advised of availability of TMP vehicles on a daily basis.

5.2 Dispatch Procedures

The operator from the requesting Unit or Agency will report to the TMP dispatch office on the date & time indicated.

The following actions will occur:

- The operator must have in their possession a valid driver's license with appropriate endorsements (**location dependent**). If the operator fails to produce a valid license the dispatch will not occur and the G-4 and/or DTO will be informed by BRS.
- The dispatcher will generate a Motor Vehicle Equipment Utilization Record using the information provided on the "vehicle request" type document and will include the following entries:
 - a. Date
 - b. Type of Vehicle
 - c. Government Property Number GP#
 - d. License Plate #
 - e. Operators Name
 - f. Supervisors Name (reporting senior)
 - g. Current Mileage of Vehicle
 - h. Signature block for operator
 - i. Signature block for dispatcher
 - j. Fuel usage block
 - k. Oil usage block
 - l. Emergency information (i.e., POC, telephone number)
 - m. Remarks
- The dispatcher/assistant will inspect the vehicle along with the operator. A checklist will be provided for this purpose. The checklist will include preventive maintenance (PM) and safety items requiring inspection by the operator daily. The operator will be instructed on the requirement to perform daily PM.

NOTE: The vehicle inspection check sheet must be filled out in order to validate the dispatch.



**Logistics Civil Augmentation Program (LOGCAP)
TRANSPORTATION MOTOR POOL**

SOP No. 11C

- The operator will receive the necessary keys to operate the vehicle. This will be annotated in the remark block on the dispatch form. A spare key for the vehicle will be retained in a key box at the TMP dispatch office.
- The dispatcher will brief the operator on breakdown, accident and return procedures.
- The dispatcher and operator will sign the dispatch form. It will be placed along with the PM checklist in the equipment "dispatch folder". This "dispatch folder" is a controlled item and must remain with vehicle when operated. Loss or theft of the "dispatch folder" will be reported immediately to the G-4 and/or DTO and BRS security.

5.3 Return Procedures

- The operator will return the vehicle to the TMP on or before the dispatch expiration date. At time of return the vehicle will be cleaned and the fuel tank filled, subject to wash rack availability.
- The vehicle will be inspected when returned. If any major mechanical deficiencies and/or damages are noted the vehicle will be sent to the maintenance shop for corrective action and placed in a non-availability status. The G-4 and/or DTO will be notified by BRS.
- The operator must record the mileage and fuel usage in the appropriate blocks on the dispatch form. The vehicle dispatch status will be updated to "available for dispatch".

5.4 Delinquent Dispatches

Return of the vehicle on the required date is necessary to fill pending requirements, maintenance procedures and to identify possible vehicle damage. If the Unit fails to return the vehicle on the required date BRS will notify the G-4 and/or DTO.

6.0 Maintenance

Scheduled services and required repairs will be performed.

6.1 Production Controls

Repair information will be maintained within a maintenance database.



**Logistics Civil Augmentation Program (LOGCAP)
TRANSPORTATION MOTOR POOL**

SOP No. 11C

6.2 Scheduled Services

- Vehicles will be maintained in reference to manufacture's maintenance specifications.
- When scheduled maintenance is required, the equipment shall be removed from dispatch availability status and taken to the maintenance shop for service.
- TMP will notify G-4/ DTO when dispatched vehicles are not turned in for maintenance.

7.0 Vehicle Damages

- 7.1 When a TMP vehicle is damaged by accident or incident and the operator is a BRS employee, BRS standard procedures will apply for investigation, reporting, Estimated Cost of Damage (ECOD) and Lost, Damaged, and Destroyed repair process.
- 7.2 When a TMP vehicle is damaged by accident or incident, by anyone other than BRS personnel, the Military Police will conduct the onsite accident/incident investigation and BRS will complete the Lost, Damaged, and Destroyed (LDD) report utilizing the Military Police Report if one is available.
- 7.3 The damaged piece of equipment will be taken to the maintenance shop to have the ECOD prepared by a qualified technical inspector. TMP will notify BRS Property Control of the incident and place the vehicle in a non-operational status.
- 7.4 BRS Property Control will notify the Government GPA of the damage, providing the name and unit of the service member involved. BRS Property Control has the responsibility of the LDD submittal to the GPA in accordance with the approved Property Control Procedures.
- 7.5 Upon completion of the repairs the vehicle will be released to the TMP and the status updated to "available for dispatch"



Brown & Root Services

SALE OF GOVERNMENT PROPERTY OPERATIONS

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



Logistics Civil Augmentation Program (LOGCAP)
SALE OF GOVERNMENT PROPERTY OPERATIONS

SOP No. 12

TABLE OF CONTENTS

<u>TITLE</u>	<u>IDENT.NO.</u>
• Excess Property/Scrap Material Laydown Yard SOP	SOP No. 12A
• Surplus Sale Operations SOP	SOP No. 12B



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD

SOP No. 12A

SAMPLE

Enclosure 6

 BROWN & ROOT SERVICES (BRS) DAAA09-02-D-0007	BRS EPY/SMY Program	BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT
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HOST COUNTRY VERSION

AMERICAN ENGLISH VERSION

TRANSLATION

I hereby acknowledge the receipt of the bid package No. XX-XXXX.

I understand that when I (my company) submits a bid that the bid must be submitted by ___ hrs, DATE 2001.

If not here before ___ hrs your bid will not be considered for the purchase Of U.S. Government Property.

Name of Company TRANSLATION
Name & Title of person receiving bid package TRANSLATION
Time and Date TRANSLATION
Signature: TRANSLATION



Logistics Civil Augmentation Program (LOGCAP)

EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD

SOP No. 12A

SAMPLE

Enclosure 7



Brown & Root Services
EPLY/SMLY Sales

MEMO FOR RECORD

FROM: EPLY/SMLY Sales Manager

TO: Solicitation File:

SUBJECT: Pre-Bid Conference Memo for Record

A pre-bid conference was held in (TBA) _____; followed by a site visit to _____. All company representatives attended both the pre-bid conference and site visit. A form in English and _____ is in file stating they have picked up a copy of the bid package and the time & date in which bids must be submitted by.

The bid package was read aloud, so that if there were any questions they could ask them. All of this was done through a translator. The "Tips to Bidder's" was gone over to ensure no misunderstandings to the IFB.

Once again, we explained that each LOT would be sold as is where is and not sorted item by item (no picking & choosing).

Brown & Root Services
EPLY/SMLY Sales Manager _____



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

SAMPLE

Enclosure 8



DATE:

Buyer: Hereafter referred to as "PURCHASER"
From: Surplus Property Sales Manager
Subject: Pre - Performance Briefing

The purpose of this Pre-Performance briefing is to ensure and clarify the BRS EPLY/SMLY Sales Office policies and rules that governs the removal process and specified time limits. The following actions **MUST** be accomplished within this **30 CALENDAR DAY PERIOD**:

- Bank deposit and Customs application, set appointment for customs to view the property so they can make their assessment, pay assessed amount, complete Customs paperwork.
- Bring copies of the above paperwork to the EPLY/SMLY Sales Office. Before release of the material/property EPLY/SMLY Sale Office must be able to verify the above actions. Once verified, paperwork is faxed to SCO in Wiesbaden, Germany who authorizes the release of the property. Upon authorization Sales Manager stamps and signs award document in the paid block and sends to Site Foreman to let pick up of property to begin.
- **NOTE:** It is understood that within the material/property you purchase there maybe items you will discard. You agree not to discard or throw away material/property along the roadside or on empty lot not owned by "THE PURCHASER". If placing any of the material/property in a land fill or dump, you must provide a verifiable receipted permit. This must be done in accordance with local environmental rules and regulations. All procedures must be done legally and a lawful manner. **THIS MUST BE ACCOMPLISHED NO LATER THAN _____ OR YOU WILL FORFEIT ALL CLAIMS TO THE MATERIAL/PROPERTY AND THE BID AMOUNT WITH NO CHANCE OF REFUND.**
- Once at the EPLY/SMLY Sales Site, the Site Supervisor prior to beginning pick up will conduct a safety briefing. This briefing is given to "THE PURCHASER" employees. They must understand that they will be working in a Hazardous Environment and that their employer is fully responsible for them at all times while working at this facility. "THE PURCHASER" is responsible for injuries (to include death and or dismemberment) or losses (to include actual or anticipated) incurred while at this facility. Remember while at the EPLY/SMLY Sales Site you are required to wear and use safety equipment such as hardhats and steel toed boots or shoes.



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Enclosure 8
(Cont.)

- Your operation may be monitored or inspected by the following sections within Brown & Root Services, to ensure the safety and security of the EPLY/SMLY Sales Program is adhered to; a) Safety; b) Security; c) QAQC [quality assurance quality control]. You must follow their direction and guidance. It is your responsibility to ensure the rules are followed and all safety requirements are met. Make sure your equipment is in good mechanical working condition [NO LEAKS – oil, fuel, hydraulic fluid, anti-freeze, etc.]. Must make sure equipment is properly operated and in a safe professional manner.
- Brown & Root Services (BRS) have and maintain an excellent SAFETY record operating the EPLY/SMLY Sales Site to date. This success can be partially attributed to a well-developed safety program to ensure the safety of our workers and yours.
- Brown & Root Services on site supervisor at the EPLY/SMLY Sales Site will be able to answer any and all questions regarding operations there at the sales yard. The BRS EPLY/SMLY Sales Manager will answer and address any and all questions concerning policy and contract issues.

BROWN AND ROOT SERVICES

EPLY/SMLY Sales Manager

Successful Bidder Receipt Block (In English)

I hereby agree, understand and will abide with the above operating procedures and policies.

Company Name: _____

Printed Name: _____

Signature: _____

Title: _____

Date: _____



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex I



For the purposes of indicating condition of the property, the Federal Condition Codes indicated below will be used. Use a combination of a letter and a number (such as A1 or F7) or 2 letter (when salvage or scrap is indicated).

FEDERAL CONDITION CODES

Supply Condition Codes

- A. New, used, repaired, or reconditioned property, which is serviceable and issuable to all customers without limitations or restriction. Includes material with more than 6 months shelf life remaining.
- B. New, used, repaired, or reconditioned property which is serviceable and issuable or for its intended purpose but restricted from issue to specific units, activities, or geographical areas because of its limited usefulness or short service-life expectancy; includes material and remaining shelf life of three to six months.
- F. Economically repairable property, which requires repair, overhaul, or reconditioning (includes repairable items which are radioactively contaminated).
- H. Property, which has been determined to be unserviceable and does not meet repair criteria.
- S. Property that has no value except for its basic material content.



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex I
(Cont.)

Disposal Condition Codes

1. Unused-Good. Unused property that is usable without repairs and identical or interchangeable with new items from normal supplies sources.
2. Unused-Fair. Unused property that is usable without repairs but is deteriorated or damaged. Enough utility remains to classify the property better than salvage.
3. Unused-poor. Unused property that is usable without repair but is considerable deteriorated or damaged. Enough utility remains to classify the property better than salvage.
4. Used-Good. Used property that is usable without repairs and most of its useful life remains.
5. Used-Fair. Used property that is usable without repairs.
6. Used-Poor. Used property that is usable without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7. Repairs Required-Good. Required repairs are minor and should not exceed 15% of original acquisition cost.
8. Repairs required-Fair. Required repairs are considerable and are estimated to range from 16% to 40% of the original acquisition cost.
9. Repairs Required-Poor. Required repairs are major because the property is badly damaged, worn, or deteriorated, and are estimated to range from 41% to 65% of original acquisition cost.
- X. Salvage. Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65% of the original acquisition cost.
- S. Property that has no value except for its basic material content.

CONDITION CODES TO BE USED ON THE INVITATION FOR BIDS ARE AS FOLLOWS:

1. GOOD
2. FAIR
3. POOR



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex I
(Cont.)

CONDITION CODES-FEDERAL

DEFINITION: The specific value that denotes the condition of excess property received at disposal activity.

CODE	DESCRIPTION
A1	Serviceable- unused, good
A2	Serviceable-unused, fair
A3	Serviceable- unused, poor
A4	Serviceable-used, good
A5	Serviceable-used, fair
A6	Serviceable-used, poor
B1	Serviceable-unused, good (w/qualifications)
B2	Serviceable-unused, fair (w/qualifications)
B3	Serviceable-unused, poor (w/qualifications)
B4	Serviceable-used, good (w/qualifications)
B5	Serviceable-used, fair (w/qualifications)
B6	Serviceable-used, poor (w/qualifications)
C1	Serviceable-unused, good (priority issue)
C2	Serviceable-unused, fair (priority issue)
C3	Serviceable-unused, poor (priority issue)
C4	Serviceable-used, good (priority issue)
C5	Serviceable-used, fair (priority issue)
C6	Serviceable-used, poor (priority issue)
D1	Serviceable-unused, good (test/modification)
D2	Serviceable-unused, fair (test/modification)
D3	Serviceable-unused, poor (test/modification)
D4	Serviceable-used, good (test/modification)
D5	Serviceable-used, fair (test/modification)
D6	Serviceable-used, poor (test/modification)
D7	Serviceable-good, repairs required (test/modification)
D8	Serviceable-fair, repairs required (test/modification)
D9	Serviceable-poor, repairs required (test/modification)
E7	Unserviceable-good, repairs required (limited restoration)
E8	Unserviceable-fair, repairs required (limited restoration)
E9	Unserviceable-poor, repairs required (limited restoration)
F7	Unserviceable-good, repairs required (reparable)
F8	Unserviceable-fair, repairs required (reparable)
F9	Unserviceable-poor, repairs required (reparable)
FS	Unserviceable-scrap (reparable)
FX	Unserviceable salvage (reparable)



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex I
(Cont.)

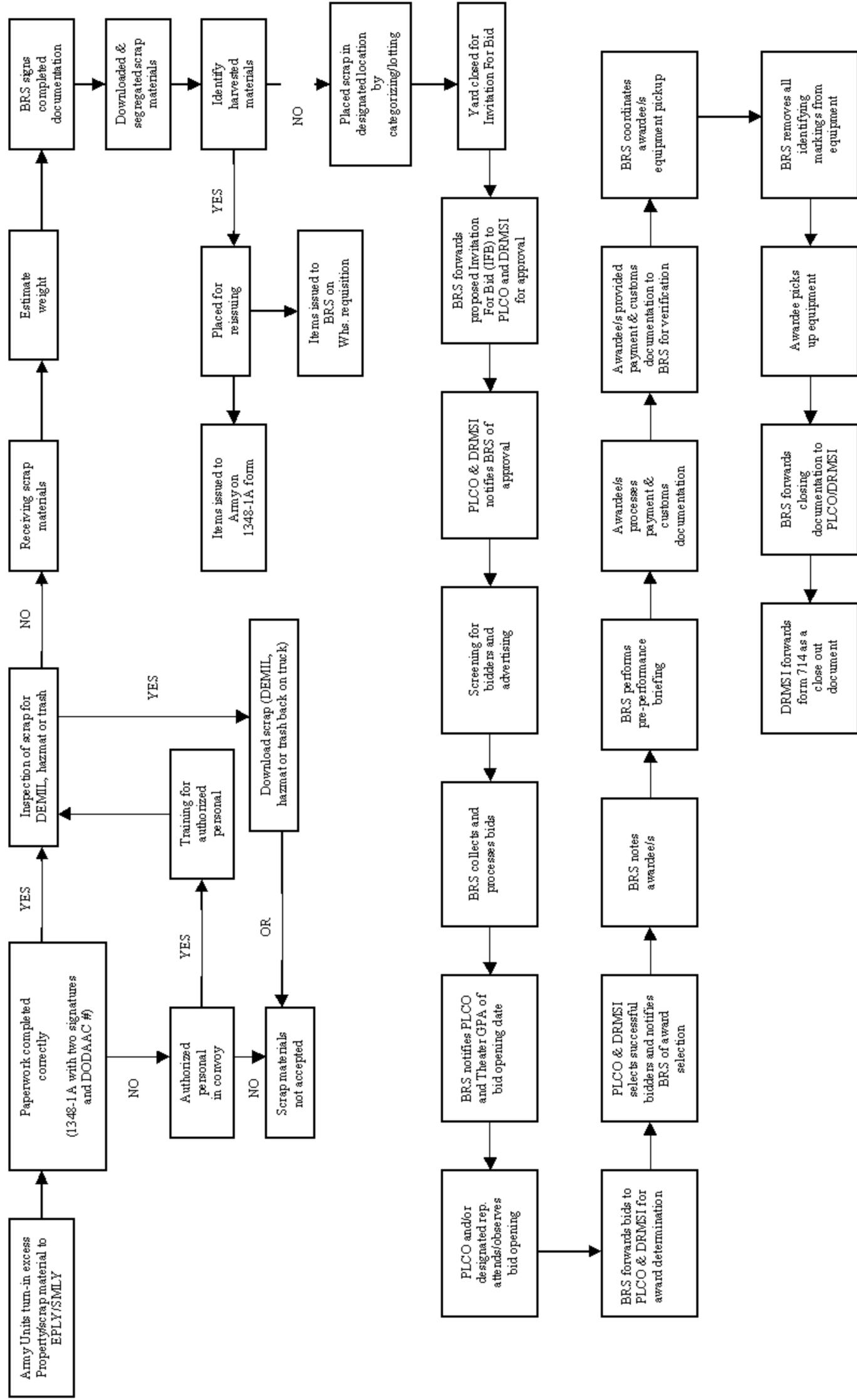
G7	Unserviceable-good, repairs required (incomplete)
G8	Unserviceable-fair, repairs required (incomplete)
G9	Unserviceable-poor, repairs required (incomplete)
GS	Unserviceable-scrap (incomplete)
GX	Unserviceable salvage (incomplete)
H7	Unserviceable-good, repairs required (condemned)
H8	Unserviceable-fair, repairs required (condemned)
H9	Unserviceable-poor, repairs required (condemned)
HS	Unserviceable-scrap (condemned)
HX	Unserviceable salvage (condemned)

**EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
STANDARD OPERATING PROCEDURE**

SOP No. 12A

Annex III

EPLY/SMLY Sales Flow Program



USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO RESTRICTIONS ON COVER PAGE
Brown & Root Proprietary Data

**EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
STANDARD OPERATING PROCEDURE**

SOP No. 12A

Annex II

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 BROWN & ROOT SERVICES (BRS) DAAA09-02-D-0007	BRS EPLY/SMY Program	BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT
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INVITATION FOR BID - XX-XXXX

BID RECEIPT DEADLINE: all sealed bids must be received by BRS, Sales office in LOCATION, HOST COUNTRY, by 14:00 on DATE 2002. Note: If you would like to hand carry your bid into the bid opening or to attend the bid opening, you will need to arrive at least 10 to 15 minutes earlier to clear through BRS Security.

BIDS RECEIVED AFTER 14:00 DATE 2001, WILL NOT BE CONSIDERED!

SITE VISIT/INSPECTION DATE: From DATE through DATE 2002, between 08:00hrs to 17:00hrs. Vendors may go directly to BRS Sales Office Site located in LOCATION to inspect sale items.

PRE-BID CONFERENCE: Meeting is located in the Brown & Root Sales Office Conference Room LOCATION. **TIME: 14:00 hours DATE 2002. Attendance is optional, however this is the time to bring up any questions or concerns in regards to the Invitation for Bidders. Your attendance is highly encouraged!**

SCRAP OFFERED FOR SALE IS AS FOLLOWS:

Miscellaneous steel-light metal, scrap	Miscellaneous steel-heavy metal, scrap
Electrical cables, scrap	Miscellaneous aluminum, scrap
Tires, scrap-including of various sizes	Miscellaneous plastic / canvas / textile, scrap

Payment for property must be via bank deposit only. Bank transfer fee and currency conversion rate fees shall be the responsibility and at the expense of the successful buyer. These fees shall be made at time of payment (deposit) and a copy of the receipt must be presented to this office with a signed, stamped copy of all receipts, customs paperwork, plus copies of any & all legal required landfill permits.

SALES OFFICE: Brown & Root Service Sales Office is located at LOCATION, HOST COUNTRY Phone: Local PTT: (cell phone),
;Fax:

All bids should be marked: "SEALED BID" and made to the Attention: BRS Sales Office. Invitation for Bid No.: 00-LBOS-XX-XXXX.

TIPS FOR BIDDERS



**Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A**

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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Review the terms and conditions of this sale carefully.

- If you have questions, consult with the BRS Sales Office.
- **DO NOT** bid for more material than you can pay for and/or remove within the removal time allowed (30 days from time awarded sale – including weekends!)
- Be sure your bid is responsive. Bids are solicited on many different bases; i.e., pound (noted as LBS; lbs; LB), foot (noted as ft., or as 9'), each (noted as Ea.), ton (noted as t). Be sure your bid is submitted on the proper unit of measure.
- Always verify your unit price and your total price before signing and mailing the bid. Mistakes can prove costly to you and will delay processing your bid. Initial erasures and changes made on your bid.
- Be sure to address your bid to the exact mailing address given on the invitation for bid. Please make sure to keep the BRS Sales office informed of any changes in your company, such as: Name of Company, Address, Telephone Number, Fax Number and or Point of Contact.

END USE CERTIFICATE/BID and AWARD PAGE.

- Be sure the End Use Certificate is properly filled out and accompanies your Bid and Award page, the name and address on the End-Use Certificate must be identical to that entered on your Bid and Award page. The outside of your bid envelope must be annotated with the following information to ensure your bid is processed:
- Your complete return address. (Always uses the same name and address that appears on your bid form).

The sale number, and opening date and time, Invitation No.: XX-XXXX

BRS by the direction of and on behalf of The United States Government reserves the right to add or delete item(s) from this invitation. Award(s) shall be made to the



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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highest responsive bidder(s) to this invitation for bid. All payments must be submitted directly to a bank account, deposit information will be provided to bidder who has been notified their company has received the awarded. **Brown & Root Services can not accept any cash, currency of any type, from this or any sale.**

THIS INVITATION FOR BID CONSISTS OF THE FOLLOWING:

- General Information & Instructions
- Bidders Registration Form
- Bid Sheet
- General Classification of Items for Sale
- End Use Certificate
- Terms & Conditions

Bidders are cautioned to review all parts of this invitation for bid. Successful bidders will be responsible for absolute compliance with all requirements listed within this invitation for bid.

Any alteration of bid schedule may result in a rejection of bid and may not be considered for award. You must bid on items inclusively as they appear in the exhibit.

A copy of your bank transfer, a copy of your customs paperwork, a copy of dump/landfill permits and copy (s) of all receipts for the above is required. It is the responsibility of the purchaser to provide a copy to the Sales office prior to removal of any property.

NO VERBAL AGREEMENTS, ALL MUST BE IN WRITING. ONLY THE EXECUTED SALES DOCUMENTS WILL BE RECOGNIZED!



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMPLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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GENERAL INFORMATION & INSTRUCTIONS

Potential Purchaser's shall be contacted by Brown and Root Services at least two (2) days prior to the inspection. All Purchasers' shall submit their proposal in writing using the enclosed Bid Sheet. Proposal shall be filled out properly in order to accurately identify item number, total bid price in United States Dollars. Failure to state bids in United States Dollars may result in determination of a non-responsive bid.

***NOTE: YOUR BID MUST INCLUDE THE FOLLOWING ITEMS AT THE TIME BIDS ARE DUE IN ORDER TO BE ELIGIBLE TO PURCHASE U.S. GOVERNMENT PROPERTY.**

- 1) **BIDDERS REGISTRATION FORM**
- 2) **BID SHEET (DOCUMENT) MUST BE IN U.S. DOLLARS ONLY!**
- 3) **END USE CERTIFICATE**

IF ANY BIDDERS NAME APPEARS ON THE DEBARRED LISTING HIS/HER PROPOSAL SHALL BE DENIED.

PAYMENTS: Purchaser shall make net cash payments in **U.S. DOLLARS ONLY OR GERMAN DEUTSCH MARKS ONLY.** All bank and currency conversion charges shall be the responsibility of the Purchaser. If paying in DEM then it must equal the US Dollar amount bid no matter what the conversion rate is the time of transfer.

LOSS OF FUNDS AND PROPERTY: All money and property will be forfeited if not completed within the time limits set forth in paragraph entitled "Loading Legend."

ORIGIN OF PROPERTY: Unless otherwise stated in the Invitation for Bid, all items are considered to be of United States origin.

CUSTOMS, DUTIES & TAXES: Items purchased outside the United States may be subject to foreign government taxes, customs duties or similar charges. Payment for such assessments is the responsibility of the Purchaser (BUYER). Should you the purchaser (BUYER) decide to further export items purchased you still must contact customs office in TUZLA; again copies of documentation must be provided to this



**Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A**

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

<p>BROWN & ROOT</p>  <p>SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMPLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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office. Customs must be properly taken care of. Purchaser (BUYER) must provide all documentation of payment of applicable customs, duties and taxes to BRS & the Sales Contracting Officer before removal of the property is allowed.

LAW GOVERNING CONTRACT: Where a dispute arising under a contract requires consideration of the law, the rights and obligations of the parties will be determined by the law of the United States of America.

TRANSLATION: Where a disagreement exists between the American English text and a foreign language translation of this document, the American English text will govern.

LOADING LEGEND: Purchaser must load all materials on Purchaser supplied transportation. No Government or Brown and Root Services assistance will be provided. Purchaser shall ensure all materials are removed from site execution of DRMS 1427 as follows:

Within 30 calendar days after execution of DRMS 1427. This period includes the time for obtaining **ALL PAPERWORK** i.e. Bank Transfer, necessary Customs Paperwork and any other permits required to dumps and or landfills; this includes the receipts to this office.

SUCCESSFUL BIDDER HANDLING AND PACKAGING EQUIPMENT ON SITE: Successful bidder(s) may position and operate equipment for facilitation of the removal of purchased materials as required within the Scrap Yard subject to Brown and Root and US Army safety and security regulations. Any successful bidder's works and property in the yard are subject to all safety and security inspections deemed appropriate by Brown and Root. Brown and Root reserves the right to terminate any operation deemed unsafe and one, which poses potential safety or security, risk. There will be no consideration or compensation given to any successful bidder for losses (to include anticipated profits) due to the reinforcement of safety or security standards successful bidder(s) must abide by the terms of the loading legend regardless of delays or stoppages resulting from enforcement of safety or security standards.



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

<p>BROWN & ROOT</p>  <p>SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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REMOVAL OF PROPERTY: Property will be released to the Purchaser or its authorized representative when the official notice of award or a written authorization from the Purchaser is presented to the BRS Sales Office at the property location.

STATE OR USE TAX: Purchaser will pay any sale or use tax imposed by any state, country or political subdivision. Purchaser is responsible for compliance with all laws and regulations which may apply to this transaction and shall pay all customs duties, taxes and similar charges which may be levied by respective governments against a Purchaser of United States Government Property. The United States shall not be liable for taxes, duties or other assessments imposed by any government as a result of this transaction or imposed on any property transferred under this contract.

EXPORT/IMPORT OF PROPERTY: All property purchased from the United States Government may not be authorized for export/import from or into the country where property is located. If export/import is allowed, the Purchaser (BUYER) has the solely responsibility for obtaining all required clearances or approvals.

TRANSIT OF PROPERTY: Purchasers of United States Government property located in countries other than where the Purchaser resides, are reminded to check Host Country requirements for removal and transit of property. The local customs office of the Host Country may require a special type of conveyance and posting of monetary or other security before release of the property from the storage location.

SAFETY EQUIPMENT: Customers must possess and use appropriate safety equipment, and clothing whenever in the operational areas of the excess property management yard.

DENIAL OF ACCESS TO EXCESS/SURPLUS PROPERTY AND SCRAP FACILITY: The following individuals and firms are prohibited from participating in and receiving an award from any sale or entering facilities of this agency. a) Those who have committed a security trade control violation under a surplus or foreign excess sales contract. b) Those who are indebted to the United States Government under surplus or foreign excess sales contract. c) Those who are either suspended, proposed for debarment or debarred by DRMS, Department of Defense or any other Executive Agency from participation in the Surplus and foreign excess sales



**Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A**

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

<p>BROWN & ROOT</p>  <p>SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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program. d) Those who are listed in the Department of Commerce Table of Denial Orders.

METHOD FOR WEIGHT/MONEY CONVERSIONS: Pounds is the normal method by United States standard converting to European standard of kilograms, the conversion ratio used is 2.2046 U.S. pounds equals 1 kilogram. There are 2 abbreviations for pound or pounds – LB or LBS and or lb. or lbs. It is common in the United States of America to use the comma and decimal point different than in Europe. In money the decimal point is placed between the whole dollars and cents. The comma is used to show division between the third and fourth digits, the sixth and seventh digits, etc., this is to the left of the decimal point (every third digit to the left of the decimal point, if numbers represent U. S. money) – ex: 5,340 lbs /2,422kgs; \$5.09, \$1,987,123.96

ESTIMATED LOT SIZES: Information in the item description pertaining to estimated weight is only an estimated weight and shall be sold by the unit of lot.



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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Terms and Conditions of BRS Sales Program

1. **DEFINITIONS:** The terms "Seller" and "United States Government" shall mean the same entity in regards to Invitations, Sales Contracts and the application of rights and liabilities.
2. **INSPECTION:** The Bidder is invited, urged, and cautioned to inspect the property prior to submitting a bid. Property will be available for inspection at the places and times specified in the Invitation.
3. **CONDITION AND LOCATION OF PROPERTY:**
 - a) Unless otherwise provided in the Invitation, all property is offered for sale "as is" and "where is".
 - b) Unless otherwise provided in the Invitation, the BRS Sales Office and the United States Government makes no warranty, express or implied, as to quantity, kind, character, quality, weight, size, or description of any of the property or its fitness for any use or purpose.
4. **CONSIDERATION OF BIDS:**
 - a) Bidder agrees that his bid will not be withdrawn within the period of time specified for the acceptance following the opening of bids (60 calendar days if no period is specified by the Government or by the Bidder, but not less than 10 calendar days in any case) and that during such period his bid will remain firm and irrevocable.
 - b) The Government reserves the right to reject any or all bids, to waive any technical defects in bids, and, unless otherwise specified by the Government or by the Bidder, to accept any one item or group of items in the bid. Unless the invitation provides otherwise, bids-
 - (i) Must be submitted on the unit basis specified for that item,
 - (ii) Must cover the total number of units designated for that item.
5. **BID PRICE DETERMINATION:** When bids are solicited on a unit price basis, Bidders will insert their unit prices and total prices in the space provided for each item.
 - a) In the event the Bidder inserts a total price on the item but fails to insert a unit price, the seller will determine the unit price by dividing the total price by the quantity of the item set out in the Invitation.



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

<p>BROWN & ROOT</p>  <p>SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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- b) When bids are solicited on "lot" basis, Bidders should submit a single total price in the total price column of the bid sheet. Bidders should NOT make any entry in the unit price bid column. In the event a Bidder submits a total bid price and also a unit bid price, which are not identical, the unit bid price will not be considered.

6. CERTIFICATE OF INDEPENDENT PRICE DETERMINATION:

a) The Purchaser certifies that:

- 1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Purchaser or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
- 2) The prices in this offer have not been and will not be knowingly disclosed by the Purchaser, directly or indirectly, to any other Purchaser or competitor before bid opening or contract award unless otherwise required by law; and
- 3) No attempt has been made or will be made by the Purchaser to include any other concern to submit or not to submit an offer for the purpose of restricting competition. (b) Each signature on the offer is considered to be a certification by the signatory that the signatory 1) Is the person in the Purchaser's organization responsible for determining the prices being offered in his bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (A1) through (A3) above; or 2) (i) Has been authorized, in writing, to act as an agent for the principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraph (A1) through (A3) above. (ii) As an authorized agent, does certify that the principals have not participated, and will not participate, in any action contrary to subparagraphs (A1) through (A3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (A1) through (A3) above. (c) If the Purchaser deletes or modifies subparagraph (A2) above, the Purchaser must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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7. PURCHASERS CERTIFICATION:

- a) By signing the bid, the Purchaser certifies that they are the person in the organization responsible for determining the prices being offered in this bid, and that they have not participated and will not participate in any action contrary to the Certificate of Independent Price Determination provision or,
- b) Are authorized to act for the principal's of the Bidder's organization in certifying that the principals have not participated and will not participate in any action contrary to the Certificate of Independent Price Determination.

8. PAYMENT: The purchaser agrees to pay for the property awarded to him in accordance with the prices quoted in his bid, and within the time specified in the Invitation and prior to delivery of any property.

9. TITLE: Unless otherwise specified in the Invitation, title to the property sold under this Invitation shall vest in the Purchaser as and when removal is effected.

10. DELIVERY, LOADING AND REMOVAL OF PROPERTY:

- a) The Purchaser is responsible for arrangements necessary for packing, removal and transportation of purchased property. The purchaser shall remove the property at his own expense within the time period specified in the Invitation.
- b) The Purchaser shall reimburse the United States Government and any other interested party for damages to property caused during the removal operations by the Purchaser or his authorized representative.
- c) When property is boxed, packed, crated skidded or in container the Government does not warrant that the property as packaged is suitable for shipment.
- d) Segregation, culling or selection of property for the purpose of effecting partial or increment removals WILL NOT be permitted except as specifically authorized and prescribed by the Government.

11. DEFAULT: If after award the Purchaser breaches the contract by failure to make payment or removal operations within the times allowed by the contract, the Purchaser shall lose all right, title and interest which he might otherwise have



**Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
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Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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acquired in and to such property as to which default has occurred. In the case of failure to remove the property, the Government shall be entitled to retain 20% of the price paid.

12. SETOFF OF REFUNDS: The Bidder or Purchaser agrees that the selling agency may use all or a portion of any bid deposit or refund due him to satisfy, in whole or in part, any debts arising out of prior transactions with the United States Government.

13. ADJUSTMENT FOR VARIATION IN QUANTITY OR WEIGHT: Unless otherwise specifically provided in the Invitation, no adjustment for such variation will be made where property is sold on a "price for the lot" basis.

14. RISK OF LOSS: The Government will be responsible for the care and protection of the property subsequent to it being available for inspection and prior to its removal. Any loss, damage, or destruction occurring during such period will be adjusted by the Contracting Officer to the extent it was not caused directly or indirectly by the purchaser, its agents, or employees. At the discretion of the Contracting Officer, the adjustment may consist of rescission. With respect to losses only, in the event the property is offered for sale by the "lot," no adjustment will be authorized under this provision unless the Government is notified of the loss prior to removal from the installation of any portion of the lot with respect to which the loss is claimed.

15. ORAL STATEMENTS AND MODIFICATIONS: Any oral statement or representation by any representative of the United States Government, changing or supplementing the Invitation or contract or any condition thereof, is unauthorized and shall confer no right upon the Bidder or Purchaser. Further, no interpretation of any provision of the contract, including applicable performance requirements shall be binding on the United States Government unless furnished or agreed to, in writing, by the Contracting Officer or his designated representative.

16. ELIGIBILITY OF BIDDERS:
The Bidder warrants that he is not:



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Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMPLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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- a) Under 18 years of age,
- b) An employee of any agency of the Federal Government (either as civilian or as a member of the Armed Forces of the United States, including the United States Coast Guard, on active duty) prohibited by the regulations of that agency from purchasing property sold hereunder,
- c) An agent or immediate member of the household of the employee in b) above. For breach of this warranty, the Government shall have right to annual this contract without liability.

17. CLAIMS LIABILITY: The Bidder or Purchaser agrees to save and hold harmless the United States Government from any and all actions, claims, debts, demands, judgments, liabilities, costs and attorney's fees arising out of, claimed on account of or in any manner predicated upon loss of or damage to property and injuries, illness or disabilities to or death of any and all persons whatsoever, including members of the general public, or to the property of any legal or political entity including state, local and interstate bodies, in any manner caused by or contributed by the Bidder or Purchaser, its agents, servants, employees, or any person subject to its control while in, upon or about the sale site and/or the site on which the property is located, or while the property is in the possession of or subject to the control of the Bidder or Purchaser, its agents, servants or employees after the property has been removed from the Government control.

18. LIABILITY AND INSURANCE:

- a) The Purchaser, during the performance of this contract, shall be responsible for and shall hold the Government harmless from any and all loss of, damage to or liability incurred with respect to property of every kind and description, except as provided in Condition #14 of the General Sale Terms and Conditions entitled "Risk of Loss" whether or not such property is owned by the Government. The Purchaser shall also hold the Government harmless from bodily injury to or death caused either in whole or in part by the negligence or fault of the Purchaser, its officers, agents or employees in the performance of work under this contract.
- b) The general liability and responsibility of the Purchaser under this clause are subject to the following specific limitations: The Purchaser shall not be responsible to the Government for loss, damage, bodily injury to or death



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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of persons when the damage, injury or death results solely from an act or omission of the Government, its employees or results solely from proper compliance by officers, agents or employees of the Purchaser when specific written directions are provided from the Contracting Officer or its authorized representative.

- c) The Purchaser certifies that it will, at no expense to the Government, maintain adequate insurance to be effective during the term of this contract and any extension thereof.

19. DISPOSITION AND USE OF PROPERTY:

- a) The Bidder agrees to submit with its bid a completed End – Use Certificate (Statement Regarding Disposition and Use Of Property) in the form prescribed in this Invitation.
- b) The Bidder represents and warrants that the ultimate destination, use and disposition of the property shall be in accordance with the End-Use Certificate as submitted and approved by the Contracting Officer.
- c) When property is annotated "Cat II" in the item description, changes to the Bidder's End – Use certificate will require the prior written approval of the Contracting Officer.
- d) The Bidder further agrees to notify in writing any and all subsequent Purchasers or Receivers of this property regarding the provisions of this article and of the Bidders End Use Certificate relative to the authorized destination; the requirement for approval by the Contracting Officer of any change of such destination prior to exportation thereto; the specific United States restriction on exports and re-exports directly and indirectly to denied areas or other prohibited destinations that may have been specified in this contract; the documentation (e.g. IC/DV documents, lading certificates, answers to follow – up requests) that may be required; and United States sanctions against violators. Subsequent Purchasers and Receivers must also agree to make similar notification to its Purchasers and Receivers. Any unauthorized disposition of the property by a Sub-purchaser or sub-receiver of the property shall be the responsibility of such Sub-purchaser or Sub-receiver and, where at fault, of the original buyer from the United States.
- e) When property purchased under a single contract is intended for more than one destination, the Bidder agrees to submit, with the End – Use



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INVITATION No.: 00-LBOS-XX-XXXX

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 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMPLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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Certificate, a listing of those items specifying quantities intended for each destination and consignee. The Bidder further agrees to furnish the listing referred to herein with each request for approval of a change in destination

- f) Whenever requested by the Contracting Officer to furnish information regarding the actual disposition made of the property awarded to the Purchaser, the purchaser agrees to furnish the requested information within 30 calendar days after date of the request.
- g) On those items requiring resale approval, the Purchaser agrees to maintain detailed records of their disposition and to provide such records to the Contracting Officer whenever requested to do so.
- h) The trade control actions required by paragraphs (a) through (c) of this article will be applied to all items included in the original sale. Resale breakdowns of such sales will still be subject to the same control requirements applicable to the original sale.

20. COVENANT AGAINST CONTINGENT FEES:

- a) The Purchaser warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a "bona fide" employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of the contingent fee.
- b) "Bona fide agency" as used in this clause, means an established commercial or selling agency, maintained by a Purchaser for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.
- c) "Bona fide employee" as used in this clause, means a person, employed by Purchaser and subject to Purchaser's supervision and control as to time, place and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts through improper influence.



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EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
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Annex II
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SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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- d) "Contingent fee" as used in this clause means any commission, percentage, brokerage or other fee that is contingent upon success that a person or concern has in securing a Government contract.
- e) "Improper influence" as used in this clause means any influence that is indicated or tends to induce a Seller's employee or officer to give consideration or to act regarding a Seller contract on any basis other than the merits of the matter.

21. WITHDRAWAL OF PROPERTY AFTER AWARD: The United States Government reserves the right to withdraw for its use any or all the property covered by this contract, if a bona fide requirement for the property develops or exists prior to actual removal of the property from Government control. In the event of a withdrawal under this condition, the Government shall be liable only for the refund of the contract sale price of the withdrawn property or such portion of the contract price, as it may have received.

22. REQUIREMENTS TO COMPLY WITH APPLICABLE LAWS AND REGULATIONS: It is the Bidder's responsibility to ascertain and comply with all applicable Federal, State, local and multi-jurisdictional laws, ordinances, and regulations pertaining to the registration, licensing, handling, possession, transportation, transfer, export, processing, manufacture, sale, use or disposal of the property listed in the Invitation. Purchasers or users of this property are not excused from any violation of such laws or regulations either because the United States Government is a party to this sale or has had any interest in the property at any time.

23. IMPORT-EXPORT RESTRICTIONS :

- a) This sale document does not constitute a guarantee that the property listed herein can be legally imported into the United States, or other countries.
- b) This sale document does not constitute a guarantee that the property sold hereunder is authorized for export from the country where such property is located. It is the responsibility of the Purchaser to obtain clearance and approval for export from the host country concerned.



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
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Annex II
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SALE No.: XX-XXXX

 <p>BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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24. DENIED AREAS: The Treasury Department's Office of Foreign Assets Control also administers sanctions programs involving Iraq, Libya, the Federal Republic of Yugoslavia (Serbia, Kosovo and Montenegro), Cuba, the National Union for the Total Independence of Angola (UNITA), Iran, and Terrorists who threaten to disrupt the Middle East peace process. It has certain residual authority with regard to sanctions against Cambodia. For additional information about the North Korean sanctions program, contact the:

Office of Foreign Assets Control
U. S. Department of the Treasury
Washington, DC

25. SPECIAL WASTE NOTICE: While the material offered under this solicitation is not regulated waste as offered, subsequent actions taken with regards to the material may cause a regulated waste to come into existence. Purchaser is cautioned that, if ultimate disposal of this material is intended, international, federal, regional and local laws and regulations of the country or regions where disposal is intended may apply specific restrictions concerning the disposal of this material. Purchaser is cautioned that it is solely responsible to ascertain the extent to which these regulations may affect it and comply therewith. A list of agencies, which should be contacted for information regarding restrictions that may apply to the disposal of this material, will be provided upon request.

26. TRANSPORTING DANGEROUS GOODS: The inland transport Committee of the Economic Commission for Europe sets requirements for the shipping of dangerous goods by road (ADR), rail (RID), and inland waterway (ADN). Some nations also have laws and regulations, which impose additional requirements upon the shipper of dangerous goods. The Purchaser, as shipper, is solely responsible for determining the extent to which these regulations affect it and comply therewith. A list of some agencies, which should be contacted for specific information regarding restrictions, which may apply to the transportation of this material in the respective region or country, will be provided upon request.

27. OFFICIALS NOT TO BENEFIT: No member of or Delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit arising from it. However, this clause does not apply to this contract to the extent that this contract is made with a corporation for the corporation's general benefit.



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

<p>BROWN & ROOT</p>  <p>SERVICES (BRS) DACA78-99-D-0003</p>	<p>BRS EPLY/SMLY Program</p>	<p>BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT</p>
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**EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
STANDARD OPERATING PROCEDURE**

SOP No. 12A

Annex II
(Cont.)

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003	BRS EPLY/SMLY Program	BY DIRECTION OF DCMA AND ON BEHALF OF DRMSI FOR THE UNITED STATES GOVERNMENT
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Exhibition "A"

Lot	SCRAP OFFERED FOR SALE	Qty	Unit of Issue	U/P (\$)	Total Price (\$)
1	Miscellaneous steel – light metal, scrap X LB/ X kg	1	Lot		

Lot	SCRAP OFFERED FOR SALE	Qty	Unit of Issue	U/P (\$)	Total Price (\$)
2	Miscellaneous steel – heavy metal, scrap X LB / X kg	1	Lot		

Lot	SCRAP OFFERED FOR SALE	Qty	Unit of Issue	U/P (\$)	Total Price (\$)
3	Electrical cables, various size & condition, scrap X LB / X kg	1	Lot		

Lot	SCRAP OFFERED FOR SALE	Qty	Unit of Issue	U/P (\$)	Total Price (\$)
4	Miscellaneous aluminum, scrap X LB / X kg	1	Lot		

Lot	SCRAP OFFERED FOR SALE	Qty	Unit of Issue	U/P (\$)	Total Price (\$)
5	Tires – including various sizes, scrap X LB / X kg	1	Lot		

Lot	SCRAP OFFERED FOR SALE	Qty	Unit of Issue	U/P (\$)	Total Price (\$)
6	Miscellaneous plastic / canvas / textile items, scrap X LB / X kg	1	Lot		

RETURN THIS FORM WITH YOUR BID!

**EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
STANDARD OPERATING PROCEDURE**

SOP No. 12A

**Annex II
(Cont)**

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

 <p>Brown & Root Services (BRS) DACA78-99-D-0003 EPLY/SMLY Sales Program (STATEMENT REGARDING DISPOSITION AND USE OF PROPERTY)</p>	<p>INVITATION No.: 00-LBOS-XX-XXXX SALE No:XX-XXXX</p> <p>(NAME & ADDRESS OF BIDDER IN BID & AWARD PAGE)</p> <p>Co. Name: _____</p> <p>Address: _____</p> <p>City/Country: _____</p>
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1. INSTRUCTIONS: This form must be submitted to the Brown & Root Services Sales Officer prior to the acceptance by the United States of America of the bid submitted by the above named bidder pursuant to the above numbered invitation.

2. COMMODITIES: This statement applies to the commodities on which we have submitted our bid pursuant to the above numbered invitation.

3. NATURE OF BUSINESS: (Use a separate sheet of paper if needed.)

a. We are _____
(sole proprietorship, partnership, corporation, other)

b. Our Address is (PO Box addresses of itself are not acceptable.): _____

c. The names and addresses of our branch offices are: _____

d. The names and addresses of our partners or corporate officers and directors are: _____

e. If a bidder is acting as an agent, the names and addresses of all principles are: _____

f. The nature of our (and our principal's) business is: _____

4. DISPOSITION of COMMODITIES: Check and complete appropriate entry of entries. (Entry c or d must be checked).

a. The Commodities of sold to us, will not be sold or otherwise disposed of by us for use outside of:

(Name of Country or Countries)

b. Maybe re-exported in the form received to the following country or countries:

(Name of Country or Countries)

c. If sold By us, our buyer(s) may be :

(Name and Address)

d. Our customers are unknown at the present time. Written approval for the resale of any property covered by this Surplus will be required from the Defense Reutilization & Marketing Sales Bosnia Sales Office prior to sale when indicated on DRMS Form 1427, Notice of Award, Statement and Release Document, unless they are named in paragraph 4c above.

5. SPECIFIC END - USE.: (Check and complete appropriate entry or entries)

a. We will use the commodities referred to in Paragraph 2 for:
(1) Resale in the form received.
(2) Production or manufacture of:

(Name of final product)

in: _____
(Name of Country or Countries)

And distribution in: _____
(Name of Country or Countries)

RETURN THIS FORM WITH YOUR BID!

END-USE CERTIFICATE (CONTINUED)

**EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
STANDARD OPERATING PROCEDURE**

SOP No. 12A

**Annex II
(Cont.)**

INVITATION No.: 00-LBOS-XX-XXXX

SALE No.: XX-XXXX

b. Our customers will use the commodities for:
(1) Resale in the form received by us.
(2) Production or manufacture of: _____
(Name of final product)

In: _____
(Name of Country or Countries)

and distribution in: _____
(Name of Country or Countries)

c. Other end-use by us or by our customers: _____

ADDITIONAL INFORMATION (State any other material facts relating to the disposition and use of the commodities which may be of value in Considering the bid.):

UNDERSTANDING AND NOTIFICATION.

- a. We understand that the property on which we are bidding originated in the United States otherwise specifically indicated in Sales offering.
- b. We acknowledge receipt of notification that use and disposition, export of such property by us or any other person will be subject to applicable United States laws and regulations, which, among other things, prohibit:
 - (1) The making of any false statements and the concealment of any material information regarding the use or disposition, export or re - export, of this Property, or any other subject matter of this statement, and
 - (2) Any use or disposition, export or re - export of the property not authorized in accordance with the provisions of any Surplus resulting from acceptance of our bid, including the restrictions specified in the DENIED AREAS provisions of the invitation.
- c. We further acknowledge receipt of notification that special United States restrictions bar unauthorized exports and re - exports of the United States origin Commodities directly or indirectly to any of the areas identified in the provisions of sale entitled DENIED AREAS, contained elsewhere in this invitation
- d. Sanctions may be imposed against any person who contravenes any law relating to the United States export control. Such sanctions will be in conformity With United States laws and regulations and may include the denial of United States Government Sales.
- e. Comparable sanctions to the extent applicable may be imposed for any wrongful or unauthorized act even when the property is not in the U. S. origin.
- f. The information provided in this statement will be considered a part of our bid under the above - numbered invitation, and a part of the Surplus of sale.
- g. All LAWS of the country, which the Property is located in or will be transported to, or through shall be complied with. Any inconsistencies between laws of all Countries involved shall be brought to the attention of BRS and the BRS Sales Officer in writing. Any inconsistencies will make this sale to Become NULL AND VOID.

CERTIFICATION:

We Certify that all of the information we have given in this statement is true and correct to our knowledge and belief and what we do not know of and have Not omitted any information, which is inconsistent with this statement. If stipulated of notice of Award, Statement and Release Document, we agree to submit a written request for amendment to this to the Government. Prior to effecting and change of fact or intention from that stated herein or in any prior Amendment to this statement to the Government. Prior to effecting and change of fact or intention from that stated herein or in any prior amendment, Whether occurring before or after the release of the commodities to us.

(SIGNATURE IN INK ONLY)

(Date of Signing)

(PRINT or TYPE NAME of SIGNER)



Services (BRS)

DACA78-99-D-0003

EPLY/SMLY Sales Program

RETURN THIS FORM WITH YOUR BID!



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12A

SAMPLE

Enclosure 1

 Brown & Root Services (BRS) EPLY/SMLY Sales

BRS - Bidder's Mailing List

IFB #:

Vendor Name:		
Street/P.O. Box:		
City, State, Country:		
Telephone Number:		
Fax Number:		
Point of Contact:		
Vendor Number:		

Vendor Name:		
Street/P.O. Box:		
City, State, Country:		
Telephone Number:		
Fax Number:		
Point of Contact:		
Vendor Number:		

Vendor Name:		
Street/P.O. Box:		
City/State/Country:		
Telephone Number:		
Fax Number:		
Point of Contact:		
Vendor Number:		

Vendor Name:		
Street/P.O. Box:		
City/State/Country:		
Telephone Number:		
Fax Number:		
Point of Contact:		
Vendor Number:		

It has been verified that none of the above vendors are listed on the General Services Administration lists of parties excluded from Federal Procurement and Non-Procurement programs debarred, suspended and ineligible firms.

DATE: _____, EPLY/SMLY Sales Manager Signature; _____



**Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD**

SOP No. 12A

SAMPLE

Enclosure 10

	<p>Brown & Root Services (BRS)</p> <p>EPLY/SMLY Sales</p>
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SHIPMENT RECEIPT/DELIVERY PASS			
1. TO: PURCHASER/AGENT (Buyer):		2. From: (Name & location of activity/installation from which Property is being removed.) Brown & Root Services. On Behalf of: United States Government	
3. Invitation for Bid Number:		4. Award/Contract Number:	
5. Item No.:	6. DESCRIPTION OF MATERIAL BEING RELEASED	7. Unit of Issue:	8. Qty. Released:
9. Shipment Number:	9A. "X" Type of Shipment: Partial: Final	10. Time Loaded:	11. Vehicle License No.:
12. RELEASED BY(Signature of PLCO or SALES Manager)		13. Title of Authorized Disposal Representative releasing property:	
14. Signature of Purchaser/Agent:		15. Date Property Is Released:	
TO BE COMPLETED BY SURPLUS SALES PERSONNEL ONLY			
16. Time Shipment Leaves Installation:		17. SENTRY'S INITIALS	

COMPUTER GENERATED FORM

SHEET ___ OF ___ SHEET(S)

**EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
STANDARD OPERATING PROCEDURE**

SOP No. 12A

SAMPLE

Enclosure 4



**EPLY/SMLY
ABSTRACT OF BIDS**

Solicitation No.: XX-XXXX		Bid Opening Date & Time:		Page 1 of 1			
Issuing Office:		BIDDER NO. 1:	BIDDER NO. 2:	BIDDER NO. 3:	BIDDER NO. 4:		
Brown & Root Services On behalf of							
The United States Government							
STREET ADDRESS:							
CITY/STATE/COUNTRY:							
POINT OF CONTACT:							
COMPLETE PHONE#:							
COMPLETE FAX#:							
LOT#:	DESCRIPTION:	QTY:	U/I:	BIDDER # 1:	BIDDER # 2:	BIDDER # 3:	BIDDER # 4:
1	Miscellaneous steel-light metal items, scrap X LB / X kg	1	LOT				
2	Miscellaneous steel-heavy metal items, scrap X LB / X kg	1	LOT				
3	Miscellaneous lot, scrap X LB / X kg	1	LOT				
4	Miscellaneous aluminum, scrap X LB / X kg	1	LOT				
5	Tires, various sizes and conditions, scrap X LB / X kg	1	LOT				
I CERTIFY THAT I HAVE OPENED, READ AND RECORDED ON THIS ABSTRACT ALL BIDS RECEIVED IN RESPONSE TO THE SOLICITATION							
SALES CONTRACTING OFFICER, GOVERNMENT REPRESENTATIVE; SIGNATURE and DATE:		SITE SALES MANAGER NAME & TITLE OF APPROVING OFFICIAL; SIGNATURE and DATE:		ADMINISTRATIVE ASSISTANT / INTERPRETER NAME AND TITLE PERSON WITNESSING BID OPENING; SIGNATURE and DATE			

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO RESTRICTIONS ON COVER PAGE

Brown & Root Proprietary Data



Brown & Root Services

EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



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1.0 Purpose



Logistics Civil Augmentation Program (LOGCAP)

EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD

SOP No. 12

The purpose of this Standard Operating Procedure (SOP) is to prescribe the policies and procedures for turn-in of excess property and scrap material to the U.S. Army, Brown and Root Services (BRS) operated Excess Property/Scrap Material Laydown Yard (EPLY/SMLY).

2.0 Scope

This SOP establishes the turn-in procedures for U.S. Department of Defense (DOD) units assigned to and or operating within the Theater area of operations, and the BRS management procedures for Excess Property/Scrap Material Laydown Yard operations.

3.0 Applicability

This SOP applies to all DOD activities, contractors, and personnel responsible for turn-in of excess property and scrap which includes the BRS personnel responsible for receipt of the excess property or scrap material.

4.0 Responsibility

4.1 EPLY/SMLY Manager: will be responsible for the overall administration and supervision of the Excess Property/Scrap Material Laydown Yard. This responsibility will be limited to the following duties:

- Prepares Invitation For Bid (IFB) documents for review and approval by Defense Reutilization Marketing Service International (DRMSI) Office (Wiesbaden, Germany).
- Prepares advertisements and seeks out sources to get the widest exposure for up coming sales.
- Prepares pre-bid conference and site visit to Material Laydown Yard Briefing Room and briefs bidder's on all requirements to participate in the bidding process.
- Witness bids, prepares for bid opening, and at the appointed time opens and records all bids.
- Prepares award documents, makes award recommendation and forwards for review and approval to DRMSI Office (Wiesbaden, Germany).
- Conducts pre-loading meeting where all customs and bank transfer paperwork is turned in and permission to begin pick up is given upon verification of documentation.

4.2 EPLY/SMLY Manager: will be responsible for day-to-day operation of the EPLY/SMLY. This responsibility will be limited to the following duties:



Logistics Civil Augmentation Program (LOGCAP)
EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD
SOP No. 12

- Safe operation of all activities associated with the EPLY/SMLY.
- Receipt, classification and placement of all excess property/scrap received.
- Issue and document all property and scrap going out of the yard.
- Review all documentation for accuracy and completeness.
- Arrange the maintenance of EPLY/SMLY facilities and equipment.
- Supervision of the local national work force.

5.0 Overview

The primary mission of the EPLY/SMLY Activity is to: receive, classify, store, and account for, excess property and scrap. Dispose of, and sell scrap material, which has been determined by an authorized U.S. Government responsible official (Unit Commander, Unit Executive Officer, Property Book Officer or Camp Mayor) to be transferred to the EPLY/SMLY for disposal. The sale procedures for scrap material will be accomplished in accordance with DFARS 245.7301 and the Defense Reutilization Marketing Services (DRMS) instructions and will be covered in a separate SOP. The Defense Reutilization Marking Office (DRMO), located in Wiesbaden, Germany, provides current policy guidance. The Sales Contracting Officer (SCO) DRMO, Wiesbaden, Germany, executes sales contracts. BRS acts as the government agent for coordinating solicitation and sales under guidance of the SCO, DRMO-Alpha. Additional regulatory references are as follows:

- DRMS-H 4160.3, Vol. I, Property Accounting
- DOD 4160.21-H, Defense Scrap Yard Handbook

6.0 Delivery of Scrap Materials

6.1 The EPLY/SMLY Manager will receive all scrap material delivered to the SMLY. Prior to accepting delivery of material or off loading any vehicle, the EPLY/SMLY Manager will inspect scrap loads to ensure no hazardous material, trash or De-mil items are present. If any of these items are found to be a part of the load, the EPLY/SMLY Manager shall not accept load. The EPLY/SMLY Manager will then validate the documentation accompanying the material to be turned-in. (See Para 8). Once the load has been inspected and paperwork found to be acceptable, the senior individual delivering the scrap material to the SMLY will be directed to locations where scrap can be placed. The individual(s) making the delivery will be responsible for off loading the vehicle. Prior to entry into the storage yard, visiting personnel will be briefed on potential hazards, which may be encountered in the yard.



Logistics Civil Augmentation Program (LOGCAP)

EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD

SOP No. 12

- 6.2 Scrap will be segregated by type. The only allowable scrap materials that will be accepted are the following:

Heavy Metal	Wood	Plastic
Light Metal	Rubber Products	Copper
Aluminum	Canvas	

NOTE: Additional items may be approved by the ACO that are not included in this SOP.

- 6.3 Trucks should arrive at the SMLY with material segregated into the above classifications. This will facilitate the acceptance of the scrap at the SMLY.

7.0 Unacceptable Materials

The following materials will not be accepted in the SMLY.

- Hazardous Materials i.e.; POL products, chemicals, fuel, ammunition, etc.
- Trash
- Petroleum cans or containers that have not been cleaned or triple rinsed and are not stenciled "Triple Rinsed".
- Fire Extinguishers
- Items requiring de-militarization will not be accepted. Example: Any parts from a weapon or any part off a tactical vehicle. Units are responsible to turn in all items to the Supply Support Activity (SSA).

8.0 Required Documentation

- 8.1 A DD Form 1348-1A shall be prepared in accordance with the attached example. A separate DD Form 1348-1A shall be prepared for each shipment of scrap delivered to the SMLY. One DD Form 1348-1A is required for each type of scrap, regardless of the number of vehicles delivering the scrap from a unit. Should the unit make separate deliveries in the same day, a DD Form 1348-1A shall be prepared for each delivery. Example: A unit delivers 4 truckloads of light scrap metal from Camp McGovern at 0900 on 15 Jan 01. A DD Form 1348-1A is required. This same unit delivers 2 truckloads of light scrap metal and 1 truckload of heavy metal at 1400 on 15 Jan 01. A separate DD Form 1348-1A is required for this shipment for each type of scrap.
- 8.2 The Unit Commander/Camp Mayor/Property Book Officer/Camp Manager shall sign the DD Form 1348-1A. A statement will be included on the DD Form 1348-1A or a separate memo which states "I certify that this delivery of property/scrap material contains none of the following items: HAZMAT, trash or items requiring demilitarization".



Logistics Civil Augmentation Program (LOGCAP)

EXCESS PROPERTY/SCRAP MATERIAL LAYDOWN YARD

SOP No. 12

8.3 Units arriving without the proper paperwork will be denied access to the SMLY.

9.0 Document Register

9.1 A document register will be prepared and used to document receipts of all scrap arriving into the SMLY. This register will contain as a minimum:

- Unit DODAAC number Julian date
- Serial number Stock number
- NIIN Noun
- Quantity of scrap delivered Date received
- Camp delivered from

9.2 The document register will be completed daily for all deliveries made that day.

9.3 Upon completion of a sale, all support documentation will be forwarded to the SCO located in Wiesbaden, Germany. This support documentation will consist of a copy of the document register and the 1348-1A turn in document to support totals for that particular sale.

10.0 Sale of Scrap

The directions of the SCO shall govern the procedures for the sale of scrap material. Bids received shall only be open with a Government representative on hand who has been designated by the SCO.

11.0 Training Turn-in Procedures

Conduct training classes per troop rotations on turn in procedures to EPLY/SMLY facility in conjunction with Defense Logistics Agency (DLA).

12.0 Definitions

12.1 Excess Property is identified as property determined to be excess to the needs of the assigned units and contractor acquired property excess to mission functions or tasks.

12.2 Scrap is identified as those items that have no value except for its basic material content. The determination is made by authorized U.S. Government personnel responsible for the transfer of property and or scrap material.



For Official Use Only (FOUO)

Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE

SOP No. 12B

SAMPLE

Enclosure 5



ALL COMMUNICATIONS SHOULD INCLUDE THE CONTRACT NUMBER SHOWN IN BLOCK 5 BELOW

Form with multiple sections: 1. PAGE 1 of 2; 2. FROM: Surplus Sales Office; 3. ACCOUNT NUMBER; 4. Date of Award; 5. Invitation No.; 6. SALE NO.; 7. Bidder No.; 8. TO; 9. Paid Stamp; 10. PROPERTY MUST BE REMOVED BY; 11. SURPLUS AND/OR EXCHANGE/SALE ITEMS table; 12. RELEASE; 13. STATEMENT OF ACCOUNT; 14. SALES CONTRACTING OFFICER.

COMPUTER GENERATED FORM

CUSTOMS STAMP & SIGNATURE



~~For Official Use Only (FOUO)~~

**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

SAMPLE

Enclosure 5
(Cont.)

INVITATION No

SALE No



Brown & Root Services (BRS)
Surplus Sales Program
BANK TRANSFER INFORMATION

1. Deposit funds into this account at _____; any transfer fee's is your responsibility.
Name of Bank:
Account Number:
Account Name: Brown & Root Services, Surplus Sales OJGS Property Bosnia.
(Once this transaction is complete, a copy must be provided to the Surplus Property Sales Office).
2. Purchaser(s) must provide copies of these permits to the Surplus Property Sales Office.
 - a) Landfill
 - b) Dump and or any other type of disposal facility.
 - c) Miscellaneous or any other permit required by local government laws.
3. Customs paperwork must be completed and the Notice of Award, Statement & Release Document **MUST BE STAMPED** and **SIGNED** by the Local Customs Office and a copy returned to this office.
4. **THE ABOVE STEPS MUST BE FOLLOWED AND COMPLETED PRIOR TO THE REMOVAL OF ANY PROPERTY. YOU HAVE 30 CALENDAR DAYS, FROM DATE OF AWARD TO MAKE ALL REQUIRED PAYMENTS, CLEARANCES, PERMITS AND REMOVAL OF PROPERTY FROM THE SALE SITE. THIS INCLUDES ANY AND ALL WEEKENDS AND HOLIDAYS!**



Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE

SOP No. 12B

SAMPLE

Enclosure 6

<p>BROWN & ROOT</p>  <p>SERVICES (BRS) DAAA09-02-D-0007</p>	<p>BRS Surplus Property Sales Program</p>	<p>BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT</p>
--	---	--

HOST COUNTRY VERSION

AMERICAN ENGLISH VERSION

TRANSLATION

I hereby acknowledge the receipt of the bid package No: XXXX-XXXXXX
 I understand that when I (my company) submits a bid that the bid must be submitted by ____ hrs, ____ date.
 If not here before ____ hrs your bid will not be considered for the purchase of U.S. Government Property.

<p>Name of Company Foreign Translation</p>
<p>Name & Title of person receiving bid package Foreign Translation</p>
<p>Time and Date Foreign Translation</p>
<p>Signature: Foreign Translation:</p>



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

SAMPLE

Enclosure 7



Brown & Root Services
Surplus Sales

MEMO FOR RECORD

FROM: Surplus Property Sales Manager

TO: Solicitation File:

SUBJECT: Pre-Bid Conference Memo for Record

A pre-bid conference was held in (TBA) _____; followed by a site visit to _____. All company representatives attended both the pre-bid conference and site visit. A form in English and _____ is in file stating they have picked up a copy of the bid package and the time & date in which bids must be submitted by.

The bid package was read aloud, so that if there were any questions they could ask them. All of this was done through a translator. The "Tips to Bidder's" was gone over to ensure no misunderstandings to the IFB.

Once again, we explained that each LOT would be sold as is where is and not sorted item by item (no picking & choosing).

Brown & Root Services
Surplus Property Sales Manager _____



Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE

SOP No. 12B

SAMPLE

Enclosure 8



DATE:

Buyer: Hereafter referred to as "PURCHASE"
From: Surplus Property Sales Manager
Subject: Pre - Performance Briefing

The purpose of this Pre-Performance briefing is to ensure and clarify the BRS Surplus Sales Office policies and rules that governs the removal process and specified time limits. The following actions **MUST** be accomplished within this **30 CALENDAR DAY PERIOD**:

- Bank deposit and Customs application, set appointment for customs to view the property so they can make their assessment, pay assessed amount, complete Customs paperwork.
- Bring copies of the above paperwork to the Surplus Sales Office. Before release of the material/property Surplus Property Sale Office must be able to verify the above actions. Once verified, paperwork is faxed to PLCO in Wiesbaden, Germany who authorizes the release of the property. Upon authorization Sales Manager stamps and signs award document in the paid block and sends to Site Foreman to let pick up of property to begin.
- **NOTE:** It is understood that within the material/property you purchase there maybe items you will discard. You agree not to discard or throw away material/property along the roadside or on empty lot not owned by "THE PURCHASE". If placing any of the material/property in a land fill or dump, you must provide a verifiable receipted permit. This must be done in accordance with local environmental rules and regulations. All procedures must be done legally and a lawful manner. **THIS MUST BE ACCOMPLISHED NO LATER THAN _____ OR YOU WILL FORFEIT ALL CLAIMS TO THE MATERIAL/PROPERTY AND THE BID AMOUNT WITH NO CHANCE OF REFUND.**
- Once at the Surplus Property Sales Site, the Site Supervisor prior to beginning pick up will conduct a safety briefing. This briefing is given to "THE PURCHASE" employees. They must understand that they will be working in a Hazardous Environment and that their employer is fully responsible for them at all times while working at this facility. "THE PURCHASE" is responsible for injuries (to include death and or dismemberment) or losses (to include actual or anticipated) incurred while at this facility. Remember while at the Surplus Sales Site you are required to wear and use safety equipment such as hardhats and steel toed boots or shoes.



Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE

SOP No. 12B

SAMPLE

Enclosure 8
(Cont.)

- Your operation may be monitored or inspected by the following sections within Brown & Root Services, to ensure the safety and security of the Surplus Property Sales Program is adhered to; a) Safety; b) Security; c) QAQC [quality assurance quality control]. You must follow their direction and guidance. It is your responsibility to ensure the rules are followed and all safety requirements are met. Make sure your equipment is in good mechanical working condition [NO LEAKS – oil, fuel, hydraulic fluid, anti-freeze, etc.]. Must make sure equipment is properly operated and in a safe professional manner.
- Brown & Root Services (BRS) have and maintain an excellent SAFETY record operating the Surplus Property Sales Site to date. This success can be partially attributed to a well-developed safety program to ensure the safety of our workers and yours.
- Brown & Root Services on site supervisor at the Surplus Property Sales Site will be able to answer any and all questions regarding operations there at the sales yard. The BRS Surplus Property Sales Manager will answer and address any and all questions concerning policy and contract issues.

BROWN AND ROOT SERVICES

Surplus Property Sales Manager

Successful Bidder Receipt Block (In English)

I hereby agree, understand and will abide with the above operating procedures and policies.

Company Name: _____

Printed Name: _____

Signature: _____

Title: _____

Date: _____



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

Annex I

For the purposes of indicating condition of the property, the Federal Condition Codes indicated below will be used. Use a combination of a letter and a number (such as A1 or F7) or 2 letter (when salvage or scrap is indicated).

FEDERAL CONDITION CODES

Supply Condition Codes

- A. New, used, repaired, or reconditioned property, which is serviceable and issuable to all customers without limitations or restriction. Includes material with more than 6 months shelf life remaining.
- B. New, used, repaired, or reconditioned property which is serviceable and issuable or for its intended purpose but restricted from issue to specific units, activities, or geographical areas because of its limited usefulness or short service-life expectancy; includes material and remaining shelf life of three to six months.
- F. Economically repairable property, which requires repair, overhaul, or reconditioning (includes repairable items which are radioactively contaminated).
- H. Property, which has been determined to be unserviceable and does not meet repair criteria.
- S. Property that has no value except for its basic material content.

Disposal Condition Codes

- 1. Unused-Good. Unused property that is usable without repairs and identical or interchangeable with new items from normal supplies sources.
- 2. Unused-Fair. Unused property that is usable without repairs but is deteriorated or damaged. Enough utility remains to classify the property better than salvage.
- 3. Unused-poor. Unused property that is usable without repair but is considerable deteriorated or damaged. Enough utility remains to classify the property better than salvage.
- 4. Used-Good. Used property that is usable without repairs and most of its useful life remains.
- 5. Used-Fair. Used property that is usable without repairs.



Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE

SOP No. 12B

6. Used-Poor. Used property that is usable without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7. Repairs Required-Good. Required repairs are minor and should not exceed 15% of original acquisition cost.
8. Repairs required-Fair. Required repairs are considerable and are estimated to range from 16% to 40% of the original acquisition cost.
9. Repairs Required-Poor. Required repairs are major because the property is badly damaged, worn, or deteriorated, and are estimated to range from 41% to 65% of original acquisition cost.
- X. Salvage. Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65% of the original acquisition cost.
- S. Property that has no value except for its basic material content.

CONDITION CODES TO BE USED ON THE INVITATION FOR BIDS ARE AS FOLLOWS:

1. GOOD
2. FAIR
3. POOR

CONDITION CODES-FEDERAL

DEFINITION: The specific value that denotes the condition of excess property received at disposal activity.

CODE	DESCRIPTION
A1	Serviceable- unused, good
A2	Serviceable-unused, fair
A3	Serviceable- unused, poor
A4	Serviceable-used, good
A5	Serviceable-used, fair
A6	Serviceable-used, poor
B1	Serviceable-unused, good (w/qualifications)
B2	Serviceable-unused, fair (w/qualifications)
B3	Serviceable-unused, poor (w/qualifications)
B4	Serviceable-used, good (w/qualifications)
B5	Serviceable-used, fair (w/qualifications)
B6	Serviceable-used, poor (w/qualifications)
C1	Serviceable-unused, good (priority issue)



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

C2	Serviceable-unused, fair (priority issue)
C3	Serviceable-unused, poor (priority issue)
C4	Serviceable-used, good (priority issue)
C5	Serviceable-used, fair (priority issue)
C6	Serviceable-used, poor (priority issue)
D1	Serviceable-unused, good (test/modification)
D2	Serviceable-unused, fair (test/modification)
D3	Serviceable-unused, poor (test/modification)
D4	Serviceable-used, good (test/modification)
D5	Serviceable-used, fair (test/modification)
D6	Serviceable-used, poor (test/modification)
D7	Serviceable-good, repairs required (test/modification)
D8	Serviceable-fair, repairs required (test/modification)
D9	Serviceable-poor, repairs required (test/modification)
E7	Unserviceable-good, repairs required (limited restoration)
E8	Unserviceable-fair, repairs required (limited restoration)
E9	Unserviceable-poor, repairs required (limited restoration)
F7	Unserviceable-good, repairs required (reparable)
F8	Unserviceable-fair, repairs required (reparable)
F9	Unserviceable-poor, repairs required (reparable)
FS	Unserviceable-scrap (reparable)
FX	Unserviceable salvage (reparable)
G7	Unserviceable-good, repairs required (incomplete)
G8	Unserviceable-fair, repairs required (incomplete)
G9	Unserviceable-poor, repairs required (incomplete)
GS	Unserviceable-scrap (incomplete)
GX	Unserviceable salvage (incomplete)
H7	Unserviceable-good, repairs required (condemned)
H8	Unserviceable-fair, repairs required (condemned)
H9	Unserviceable-poor, repairs required (condemned)
HS	Unserviceable-scrap (condemned)
HX	Unserviceable salvage (condemned)

**SURPLUS SALE
STANDARD OPERATING PROCEDURE**

SOP No. 12B

Annex II

INVITATION NO.: 00-

EXAMPLE

SALE No.-

 BROWN & ROOT SERVICES (BRS)	BRS Surplus Sales Program	BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT
---	--	--

INVITATION FOR BID 00-LBOS-0000

BID RECEIPT DEADLINE: all sealed bids must be received by BRS, Sales Office in _____, TBA, BY _____ HRS. On _____. Note: If you would like to hand carry your bid into the bid opening or to attend the bid opening, you will need to arrive at least 20 to 30 minutes earlier to clear through BRS Security.

BIDS RECEIVED AFTER _____ Hours on _____, WILL NOT BE CONSIDERED.

SITE VISIT/INSPECTION DATE: _____ through _____; between _____ hours through _____ hours. May go directly to Sales site to inspect sale items without coming to the BRS Office at _____. Is located _____.

PRE-BID CONFERENCE: Meet at (TBA) _____; **TIME:** _____ **DATE:** _____ 00

Attendance is optional, but it is for your information, should you have questions. Attendance is encouraged !!

USED EQUIPMENT ITEMS OFFERED FOR SALE IS AS FOLLOWS:

Plant Clearance Case	Scrap

Payment for property must be via bank deposit only. Bank transfer fee and currency conversion rate fees shall be the responsibility and at the expense of the successful buyer. These fees shall be made at time of payment (deposit) and a copy of the receipt must be presented to this office and a signed, stamped copy of all receipts, customs paperwork, plus copies of any & all legal required landfill permits (See Tab 3, 7.4 Banking Procedures).

SURPLUS SALE OFFICE: BRS Sale Office is located at _____ LOCATION, ADDRESS OF HOST COUNTRY, phone numbers _____.

All bids should be MARKED "SEALED BID" and made to the attention of: Brown & Root Services, Sales office, _____; Invitation No.: 00-LBOS-0000, Sale No :0000-XXXXXX.

TIPS FOR BIDDERS

Review the terms and conditions of this sale carefully.



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

Annex II
(Cont.)

INVITATION NO.: 00-

EXAMPLE

SALE No.-

 BROWN & ROOT SERVICES (BRS)	BRS Surplus Sales Program	BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT
---	--	--

- If you have questions, consult with the Sales Office, located at _____.
- Don't bid for more material than you can pay for and/or remove within the removal time allowed. (Which is thirty days from time of award of sale, this includes weekends.)
- Be sure your bid is responsive. Bids are solicited on many different basis; i.e., pound, (noted as LBS), foot (noted as ft., or as 9 each (noted as Ea.), ton (noted as t). Be sure your bid is submitted on the proper unit of measure.
- Always verify your unit price and your total price before signing and mailing the bid. Mistakes can prove costly to you and will delay processing your bid. Initial erasures and changes made on your bid.
- Be sure to address your bid to the exact mailing address given in the IFB. Please make sure to keep the Sales office informed of any changes in your company, such as: Name of Company, Address, Telephone Number, Fax Number and or Point of Contact.

END USE CERTIFICATE/BID and AWARD PAGE.

- Be sure the End Use Certificate is properly filled out and accompanies your Bid and Award page, the name and address on the End-Use Certificate must be identical to that entered on your Bid and Award page. The outside of your bid envelope must be annotated with the following information to ensure your bid is processed:
- Your complete return address. (Always use the same name and address that appears on your bid form).
- The sale number, and opening date and time, for example: Invitation No.: _____; Sale No.: _____, DATE 01; _____ HRS; and marked "SEALED BID".

BRS by the direction of and on behalf of The United States Government reserves the right to add or delete item(s) from this invitation. BRS by the direction of and on behalf of The United States Government reserves the right to make multiple awards. Award shall be made to the highest responsive bidder(s) to this IFB. All payments must be submitted directly to an account, bank deposit information will be provided to bidder who has been notified their company is the Successful Bidder. Brown & Root Services can not accept any cash, currency of any type, from this or any sale.



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

Annex II
(Cont.)

INVITATION NO.: 00-

EXAMPLE

SALE No.-

 <p>BROWN & ROOT SERVICES (BRS)</p>	<p>BRS Surplus Sales Program</p>	<p>BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT</p>
---	---	---

THIS INVITATION FOR BID CONSISTS OF THE FOLLOWING:

- 1) General Information & Instructions
- 2) Bidders Registration Form
- 3) Bid Sheet
- 4) General Classification of Items for Sale
- 5) End Use Certificate
- 6) Terms & Conditions

Bidders are cautioned to review all parts of this invitation for bid. Successful bidders will be responsible for absolute compliance with all requirements listed within this invitation for bid.

Any alteration of bid schedule may result in a non-responsive bid and may not be considered for award. You must bid on items inclusively as they appear in the exhibit.

A signed stamped copy of your bank transfer, a copy of your customs paperwork, a copy of dump/landfill permits and copy (s) of all receipts for the above is required. It is the responsibility of the purchaser to provide a copy to the Surplus Sales Office prior to removal of any property.

The bid sheet (page 7), must be bid in U.S. dollars, payment may be in other currency provide that any transaction fees are paid by bidder at time of deposit.

IMPORTANT NOTE: all documents in this solicitation must be completed in AMERICAN ENGLISH and TRANSLATION. Should there be a conflict in meaning the AMERICAN ENGLISH version will be used and considered the most correct.
NO VERBAL AGREEMENTS, ALL MUST BE IN WRITING. ONLY THE EXECUTED CONTRACT DOCUMENTS WILL BE RECOGNIZED.



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

Annex II
(Cont.)

INVITATION NO.: 00-

EXAMPLE

SALE No.-

 <p>BROWN & ROOT SERVICES (BRS)</p>	<p>BRS Surplus Sales Program</p>	<p>BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT</p>
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GENERAL INFORMATION & INSTRUCTIONS

All Bidders shall submit their proposal in writing using the enclosed Bid Sheet. Proposal shall be filled out properly in order to accurately identify item number, total bid price in United States Dollars. Failure to state bids in United States Dollars may result in the determination of a non-responsive bid.

*NOTE: your bid must include the following items at the time bids are due in order to be eligible to purchase U. S. Government Property:

- 1) BIDDERS REGISTRATION FORM
- 2) BID SHEET (DOCUMENT)
- 3) END USE CERTIFICATE

If any bidders name appears on the debarred listing his/her proposal shall be denied.

PAYMENTS: Purchaser shall make net cash payments, Any currency conversion charges shall be the responsibility of the Purchaser. If paying in any other currency then it must equal the US Dollar amount bid no matter what the conversion rate is at the time of the bank transfer.

LOSS OF FUNDS AND PROPERTY: "All money and property will be forfeited" if not completed within the time limits set forth in paragraph entitled "Loading Legend"

ORIGIN OF PROPERTY: Unless otherwise stated in the IFB that all items are considered to be of United States origin.

LAW GOVERNING CONTRACT: The laws of the United States of America will govern and determinations made where disputes arising under a contract which may effect the rights and obligations of parties

TRANSLATION: Where a disagreement exists between the American English text and a foreign language translation of this document, the American English text will govern.

LOADING LEGEND: Purchaser must load all material purchased onto their own transportation. It may be possible for BRS Sales Site to provide some assistance with loading provided our mission and workload permits. Purchaser shall ensure all purchased materials are removed from the sales site within 30 calendar days including weekend days from the date of award. This period includes the time for obtaining all paperwork (Bank Transfer, Customs Documents and any other permits



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 <p>BROWN & ROOT SERVICES (BRS)</p>	<p>BRS Surplus Sales Program</p>	<p>BY DIRECTION OF DCMDI AND ON BEHALF OF THE <i>UNITED STATES</i> GOVERNMENT</p>
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required to use dumps or landfills, and receipts). A copy of all of these documents must be provided to the Surplus Property Sales Manager prior to the release of any property.

SUCCESSFUL BIDDER HANDLING AND PACKAGING EQUIPMENT ON SITE: Successful bidder(s) may position and operate equipment for facilitation of the removal of purchased materials as required within the Sales Site subject to BRS Safety/Security regulations. Any successful bidder's work and property in the yard are subject to all safety and security inspections deemed appropriate by BRS. BRS reserves the right to terminate any operation deemed unsafe or one that poses a potential safety or security risk. There will be no consideration or compensation given to any successful bidder for losses (to include anticipated profits) due to enforcement of safety or security standards. Successful bidder(s) must abide by the terms of the loading legend regardless of delays or stoppages resulting from enforcement of safety or security standards.



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

Annex II
(Cont.)

INVITATION NO.: 00-

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SALE No.-



Terms & Conditions of Contract Excess/Surplus Property and Scrap Sales

1. **DEFINITIONS:** The terms "Seller" and "United States Government" shall mean the same entity in regards to Invitations, Sales Contracts, and the application of rights and liabilities.
2. **INSPECTION:** The Bidder is invited to inspect the property prior to submitting a bid. Property will be available for inspection at the places and times specified in the IFB. Failure to inspect property does not constitute grounds for the withdrawal of a bid after opening.
3. **CONDITION AND LOCATION OF PROPERTY**
 - a. Unless otherwise specifically provided in the IFB, all property is offered for sale "as is" and "where is". If the IFB provides that the Seller will load, then "where is" means f.o.b. conveyance at the point specified in the IFB.
 - b. The description is based on the best available information. However, the Contract Sales Office and The United States Government makes no warranty, express or implied, as to quantity, kind, character, quality, weight, size, or description of the property or its fitness for any use or purpose.
 - c. Except as provide in Conditions, Variations in Quantity or Weight, and Risk of Loss, no request for adjustment in price or for rescission of the sale will be considered. This is not a sale by sample.
4. **CONSIDERATION OF BIDS**
 - a. Bidder agrees that this bid is firm and irrevocable within the acceptance period specified in the IFB (or, if not specified, not less than ten or more than 60 days).
 - b. The right is reserved to reject any or all bids, to waive any technical defects in bids, and, unless otherwise specified in the offering or by the Bidder, to accept any one item or group of items in the bid. Unless the invitation provides otherwise, bids-
 1. May be on any or all items;
 2. Must be submitted on the unit basis specified for that item;
 3. Must cover the total number of units designated for that item & Unit prices govern.



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

Annex II
(Cont.)

INVITATION NO.: 00-

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5. **BID PRICE DETERMINATION:** When bids are solicited on a unit price basis, Bidders will insert their unit prices and total prices in the space provided for each item. a) In the event the Bidder inserts a total price on the item but fails to insert a unit price, the seller will determine the unit price by dividing the total price by the quantity of the item set out in the Invitation. b) When bids are solicited on a "Lot" basis, Bidders should submit a single total price in the Total Price column of the bid sheet. Bidders should NOT make any entry in the Unit Price Bid Column. In the event a Bidder submits a total bid price and also a unit bid price which are not identical, the unit bid price will not be considered. c) Multiple Awards: BRS and The United States Government reserves the right to make multiple awards based on bids/offers received.

6. **CERTIFICATE OF INDEPENDENT PRICE DETERMINATION:**

a) The Purchaser certifies that-

1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Purchaser or competitor relating to: (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
2. The prices in this offer have not been and will not be knowingly disclosed by the Purchaser, directly or indirectly, to any other Purchaser or competitor before bid opening or contract award unless otherwise required by law; and
3. No attempt has been made or will be made by the Purchaser to include any other concern to submit or not to submit an offer for the purpose of restricting competition. b) Each signature on the offer is considered to be a certification by the signatory 1) Is the person in the Purchaser's organization responsible for determining the prices being offered in his bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (A)(1) through (A)(3) above; or (2)(i) Has been authorized, in writing, to act as an agent for the principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (A)(1) through (A)(3) above. (ii) As an authorized agent, does certify that the principals have not participated, and will not participate, in any action contrary to subparagraphs (A)(1) through (A)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (A)(1) through (A)(3) above. c. If the Purchaser deletes or modifies subparagraphs (A)(1) through (A)(3) above, the Purchaser must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

7. **CONSIDERATION OF BIDS**



Logistics Civil Augmentation Program (LOGCAP)
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Annex II
(Cont.)

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EXAMPLE

SALE No.-

 BROWN & ROOT SERVICES (BRS)	BRS Surplus Sales Program	BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT
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- a. The Bidder agrees that his Bid will not be withdrawn within the time period specified for the acceptance thereof following the opening of Bids.
 - b. Unless otherwise specified in the Invitation, a Bid covering any listed item must be submitted on the basis of the unit specified for that item and must cover the total number of units designated for that item.
8. **PURCHASERS CERTIFICATION:** By signing the bid, Purchaser certifies they are the person in the organization responsible for determining the prices being offered in this bid, and that they have not participated and will not participate in any action contrary to the Certificate of Independent Price Determination provision, or b) are authorized to act for the principals Bidder's organization in certifying that the principals have not participated and will not participate in any action contrary to the Certificate of Independent Price Determination.
9. **PAYMENT**
- a. Purchaser agrees to pay the full purchase price for awarded property at the prices quoted in the bid. Unless an adjustment is required pursuant to Condition or Variations in Quantity or Weight, payment must be made within the time specified for removal and prior to delivery of any of the property. In the event that any adjustment is made, payment must be made immediately after such adjustment.
 - b. The full purchase price or balance if a bid deposit was required, shall be paid to the United States Government. The BRS Surplus Sales Office is not required to extend credit to any purchaser.
 - c. The Plant Clearance Officer reserves the right to apply any bid deposits made under this Invitation by a bidder against any amounts due under a contract awarded by the BRS Surplus Sales Office under this Invitation. If the total sum due to the Purchaser is less than the amount deposited with the bid, the difference shall be promptly refunded. Deposits accompanying bids which are not accepted shall be promptly returned.
10. **TITLE**



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Annex II
(Cont.)

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 BROWN & ROOT SERVICES (BRS)	BRS Surplus Sales Program	BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT
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- a. Unless otherwise specified in the Invitation, title to property sold under this Invitation shall vest in the Purchaser when full payment is made. If the Invitation provides for loading by the BRS Surplus Sales Office, title shall not vest until payment and loading is completed.
- b. A Standard Form 97, Certificate of Release of a Motor Vehicle, (or a State certificate of title) will be furnished for motor vehicles and motor-propelled or motor-drawn equipment sold.

11. DELIVERY AND REMOVAL OF PROPERTY

- a. Unless otherwise specified in the Invitation, the Purchaser shall be entitled to obtain the property upon vesting of title in the Purchaser. Removal will be at the Purchaser's expense within the time frame specified in the Invitation or any additional time allowed by the Plant Clearance Officer.
- b. The Purchaser shall reimburse the United States Government for any damage to the Sales Site or Property, caused by Purchaser's removal operations. If additional time is required to remove the property, the United States Government, without limiting any other rights, may require the Purchaser to pay reasonable storage charges.
- c. The Purchaser is responsible for arrangements necessary for packing, loading, and transportation of purchased property.
- d. When property is boxed, packed, crated, skidded, or in containers, the Seller does not warrant that the property, as packaged, suitable for shipment.
- e. Segregation, culling, or selection of property for the purpose of effecting partial or increment removals WILL NOT be permitted except as specifically authorized and prescribed by Seller.

12. TRANSIT OF PROPERTY: Purchasers of United States Government property located in countries other than where the Purchaser resides, are reminded to check Host Country requirements for removal and transit of property. The local Customs Office of the Host Country may require a special type of conveyance and posting of monetary or other security before release of the property from the storage location.

13. REMOVAL OF PROPERTY: Property will be released to the Purchaser (buyer), when the official Notice of Award or written authorization from Plant Clearance Officer and proof of payment and custom documents are obtained.



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 BROWN & ROOT SERVICES (BRS)	BRS Surplus Sales Program	BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT
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14. **DEFAULT:** If the successful Bidder fails to make full payment, remove property by the specified date, or comply with any other terms and conditions of sale, BRS in the name of the United States Government reserves the right to sell or otherwise dispose of any or all such property and to charge losses and incidental expenses to the defaulting Bidder. Bid deposits received (if required in the IFB) shall be applied against such losses and expenses.
15. **VARIATIONS IN QUANTITY OR WEIGHT:** When property is sold on a "unit price" basis, the Contractor reserves the right to vary by up to 15 percent the quantity or weight listed in the Invitation and the Purchaser agrees to accept delivery of any quantity or weight within these limits. The purchase price shall be adjusted in accordance with the unit price and on the basis of the quantity or weight delivered.
16. **ADJUSTMENT FOR VARIATION IN QUANTITY OR WEIGHT:** Unless otherwise specifically provided in the Invitation, no adjustment for such variation will be made where property is sold on a "price for the lot" basis.
17. **SETOFF OF REFUNDS:** The Bidder or Purchaser agrees that the selling agency may use all or a portion of any bid deposit or refund due him to satisfy, in whole or in part, any debts arising out of prior transactions with the United States Government.
18. **RISK OF LOSS:** The BRS Sales Site is responsible for reasonable care and protection of the property until the date specified for removal. All risk of loss, damage, or destruction from any cause whatsoever shall be borne by the Purchaser after passage of title.
19. **LIABILITY:** BRS and the United State Government liability, when liability has been established, shall not exceed the refund of any portion of the purchase price already received by the Sale.
20. **ORAL STATEMENTS AND MODIFICATIONS:** Any oral statement or representation by any representative of the Seller or United States Government, changing or supplementing the Invitation or contract or any condition thereof, is unauthorized and shall confer no right upon the Bidder or Purchaser. Further, no interpretation of any provision of the contract, including applicable performance requirements, shall be binding on the Seller or United States Government unless furnished or agreed to, in writing, by the Sellers authorized representative.

21. **ELIGIBILITY OF BIDDERS:**

Shall certify that the Bidder is not:



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- a. A civilian employee of the Department of Defense or the United States Coast Guard whose duties include any functional or supervisory responsibility for disposal of Sellers inventory;
- b. A member of the United States Armed Forces, including the Coast Guard, whose duties include any functional or supervisory responsibility for disposal of Sellers inventory;
- c. An agent, employee or immediate member of the household of personnel in paragraphs above.

22. DENIAL OF ACCESS TO EXCESS/SURPLUS PROPERTY AND SCRAP FACILITY:

The following individuals and firms are prohibited from participating in and receiving an award from any sale or entering facilities of this agency. a) Those who have committed a security trade violation under a surplus or foreign excess sales contract. b) Those who are indebted to the United States Government under surplus or foreign excess sales contracts. c) Those who are either suspended, proposed for debarment or debarred by DRMS, Department of Defense or any other Executive Agency from participation in the Surplus and Foreign Excess Sales Program. d) Those who are listed in the Department of Commerce Table of Denial Orders.

- 23. CLAIMS LIABILITY:** The Purchaser or Bidder agrees to save BRS and the United States Government harmless from any and all claims, demands, actions, debts, liabilities, judgments, costs, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property of, and injuries to or the death of any and all persons whatsoever, in any manner caused or contributed to by the Purchaser or Bidder, their agents, servants or employees, while in, upon, or about the sale site on which the property sold or offered for sale is located, or while going to or departing from such areas; and to save BRS and the United States Government harmless from and on account of damages of any kind which the Purchaser or Buyer may suffer as the result of the acts of any of the Purchaser's agents, servants, or employees while in or about the said sites.

24. LIABILITY AND INSURANCE

- a. The Purchaser during the performance of this contract, shall be responsible for and shall hold the United States Government harmless from any and all loss of, damage to or liability incurred with respect to property of every kind and description, except as provided in Conditions of the General Sale Terms entitled "Risk of Loss", whether or not such property is owned by the United States Government. The Purchaser shall also hold the United States Government harmless from bodily injury to or death caused either in whole or in part by the



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negligence or fault of the Purchaser, its officers, agents or employees in the performance of work under this Sale.

- b. The Purchaser certifies that it will, at no expense to the United States Government, maintain adequate insurance to be effective during the term of this Sale and any extension thereof.

25. SCRAP WARRANTY: The following condition shall be used whenever property, other than production scrap, is offered for sale as scrap:

Scrap Warranty

The Purchaser represents and warrants that the property will be used only as scrap, and will not be resold until -

- a. Scrapping has been accomplished, or
- b. The Purchaser obtains an identical warranty from any subsequent purchaser.

26. SAFETY EQUIPMENT: Purchaser must possess and use appropriate safety equipment, and clothing whenever in the operational areas of the BRS Surplus Property Sales Site.

27. DISPOSITION AND USE OF PROPERTY

- a. The Bidder agrees with End-Use Certificate (Statement Regarding Disposition and Use of Property) in the form prescribed in this Invitation. (Enclosed in IFB)

28. COVENANT AGAINST CONTINGENT FEES

- a. The purchaser warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except as a bona fide employee or agency. For breach or violation of this warranty, the Seller shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of the contingent fee.
- b. "Bona fide agency", as used in this clause, means an established commercial or selling agency, maintained by a Purchaser for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Seller Contracts nor holds itself out as being able to obtain any Seller contract or contracts through improper influence.
- c. "Bona fide employee", as used in this clause, means a person, employed by Purchaser and subject to Purchaser's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Seller



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contracts nor holds out as being able to obtain an Seller contracts through improper influence.

- d. "Contingent fee", as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon success that a person or concern has in securing a Seller contract.
- e. "Improper influence", as used in this clause, means any influence that induces or tends to induce a Seller's employee or officer to give consideration or to act regarding a Seller contract on any basis other than the merits of the matter.

29. WITHDRAWAL OF PROPERTY AFTER AWARD: The seller reserves the right to withdraw for its use any or all of the property covered by this contract, if a bona fide requirement for the property develops or exists prior to actual removal of the property from Seller's control. In the event of a withdrawal under this condition, the Seller shall be liable only for the refund of the contract sale price of the withdrawn property or such portion of the contract price, as it may have received.

30. REQUIREMENTS TO COMPLY WITH APPLICABLE LAWS AND REGULATIONS: It is the Bidders responsibility to ascertain and comply with all applicable host country laws, including export/import regulations and laws, and multi-jurisdictional laws, ordinances, and regulations pertaining to the registration, licensing, handling, possession, transportation, transfer, export, processing, manufacture, sale, use or disposal of the property listed in the Invitation or Contract. Purchasers or users of this property are not excused from any violation of such laws or regulations either because the Seller or the United States Government is a party to this sale or has had any interest in the property at any time. Bidders assume full responsibility to ascertain and comply with all such laws, regulations and requirements.

31. IMPORTATION RESTRICTIONS

- a. This sale document does not constitute a guarantee that the property listed herein can be legally imported into the United States, or other countries.
- b. This sale document does not constitute a guarantee that the property sold hereunder is authorized for export from the country where such property is located. It is the responsibility of the Purchaser to obtain clearance and approval for export from the host country concerned.

32. DENIED AREAS



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The Treasury Department's Office of Foreign Assets Control also administers sanctions programs involving Iraq, Libya, the Federal Republic of Yugoslavia (Serbia, Montenegro and Kosovo), Cuba, the National Union for the Total Independence of Angola (UNITA), Iran, and Terrorists who threaten to disrupt the Middle East peace process. It has certain residual authority with regard to sanctions against Cambodia. For additional information about the North Korean sanctions program, contact the:

Office of Foreign Assets Control
U. S. Department of the Treasury
Washington, DC

33. SALES TIME EXTENSION

Time extensions are not automatic but conditional upon the facts presented and must be very exceptional. Requests must be written in American English and be submitted to BRS Sales Office in person before the given expiration date.

34. METHOD FOR WEIGHT/MONEY CONVERSIONS

Pounds is the normal method by United States standard converting to European standard of kilograms, the conversion ratio used is 2.2046 U.S. pounds equals 1 kilogram. There are 2 abbreviations for pound or pounds – LB or LBS and or lb. or lbs. It is common in the United States of America to use the comma and decimal point different than in Europe. In money the decimal point is placed between the whole dollars and cents. The comma of the decimal point (every third digit to the left of the decimal point, if numbers represent U. S. money) – ex: 5,340 lbs /2,422kgs; \$5.09, \$1,987,123.96 is used to show division between the third and fourth digits, the sixth and seventh digits, etc., this is to the left.

**SURPLUS SALE
STANDARD OPERATING PROCEDURE**

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Annex II
(Cont.)

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 BROWN & ROOT SERVICES (BRS) DACA78-99-D-0003		BRS Surplus Sales Program		BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT	
LOT No.	UNIT PRICE BID (U.S. DOLLARS!)	TOTAL PRICE BID (PER LOT PRICE) (U.S. DOLLARS ONLY!)	PCC/BROWN AND ROOT REFERENCE NUMBERS		
0001	Lot Price	\$	0000-SGR18A - BRBSCXXX		
0002	Lot Price	\$	0000-SGR18A - BRBSCXXX		
0003	Lot Price	\$	0000-SGR18A - BRBSCXXX		
0004	Lot Price	\$	0000-SGR18A - BRBSCXXX		
0005	Lot Price	\$	0000-SGR18A - BRBSCXXX		
0006	Lot Price	\$	0000-SGR18A - BRBSCXXX		
0007	Lot Price	\$	0000-SGR18A - BRBSCXXX		
0008	Lot Price	\$	0000-SGR18A - BRBSCXXX		
HOW DID YOU HEAR ABOUT THIS SALE?					
<input type="checkbox"/> NEWSPAPER <input type="checkbox"/> TELEVISION <input type="checkbox"/> MAGAZINE <input type="checkbox"/> RADIO <input type="checkbox"/> OTHER					
BID NUMBER TO BE FILLED IN BY SALES BOSNIA OFFICE.			PURCHASER'S SIGNATURE DATE: <small>(TYPE or PRINT)</small>		
COMPUTER GENERATED FORM					

RETURN THIS FORM WITH YOUR BID!

**SURPLUS SALE
STANDARD OPERATING PROCEDURE**

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 BROWN & ROOT SERVICES (BRS)	BRS Surplus Sales Program	BY DIRECTION OF DCMDI AND ON BEHALF OF THE UNITED STATES GOVERNMENT
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LOT 1

Lot #	Description	Qty:	U / I:	U/P (\$)	TOTAL (\$)
1	Plant Clearance Case	1	Lot	Lot	\$

PCC	GP #	Description	Qty	UOI	Condition	U/P (\$)	Total Price (\$)
XXX			1	Ea.	Poor		
XXX			1	Ea.	Poor		

LOT 2

Lot #	Description	Qty:	U / I:	U/P (\$)	TOTAL (\$)
1	Plant Clearance Case	1	Lot	Lot	\$

PCC	GP #	Description	Qty	UOI	Condition	U/P (\$)	Total Price (\$)
XXX			1	Ea.	Poor		
XXX			1	Ea.	Poor		

LOT 3

Lot #	Description	Qty:	U / I:	U/P (\$)	TOTAL (\$)
1	Plant Clearance Case	1	Lot	Lot	\$

PCC	GP #	Description	Qty	UOI	Condition	U/P (\$)	Total Price (\$)
XXX			1	Ea.	Poor		
XXX			1	Ea.	Poor		

LOT 4

Lot #	Description	Qty:	U / I:	U/P (\$)	TOTAL (\$)
1	Plant Clearance Case	1	Lot	Lot	\$

PCC	GP #	Description	Qty	UOI	Condition	U/P (\$)	Total Price (\$)
XXX			1	Ea.	Poor		
XXX			1	Ea.	Poor		

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LOT 5

PCC	Description	Qty	UOI	U/P (\$)	Total Price (\$)
XXY	SCRAP X LB / X KG (0000-SGR18A-BRBSCXXX)	1	Lot		

LOT 6

PCC	Description	Qty	UOI	U/P (\$)	Total Price (\$)
XXY	SCRAP X LB / X KG (0000-SGR18A-BRBSCXXX)	1	Lot		

LOT 7

PCC	Description	Qty	UOI	U/P (\$)	Total Price (\$)
XXY	SCRAP X LB / X KG (0000-SGR18A-BRBSCXXX)	1	Lot		

LOT 8

PCC	Description	Qty	UOI	U/P (\$)	Total Price (\$)
XXY	SCRAP X LB / X KG (0000-SGR18A-BRBSCXXX)	1	Lot		

RETURN THIS FORM WITH YOUR BID!

**SURPLUS SALE
STANDARD OPERATING PROCEDURE**

SOP No. 12B

**Annex II
(Cont.)**

INVITATION NO.: 00-LBOS-0000

EXAMPLE

SALE No.0000-SGR18A

<p>END USE CERTIFICATE</p> <p>Brown & Root</p>  <p>Services (BRS) DACA78-99-D-0003</p> <p>Surplus Sales Program</p> <p>(STATEMENT REGARDING DISPOSITION AND USE OF PROPERTY)</p>	<p>SALE NUMBER: 0060-SGR18A INVITATION No.: 00-LBOS-0060 (NAME & ADDRESS OF BIDDER IN BID & AWARD PAGE)</p> <p>Co. Name: _____</p> <p>Address: _____</p> <p>City/Country: _____</p>
<p>1. INSTRUCTIONS: This form must be submitted to the Brown & Root Services Surplus Sales Officer prior to the acceptance by the United States of America of the bid submitted by the above named bidder pursuant to the above numbered invitation.</p> <hr/> <p>2. COMMODITIES: This statement applies to the commodities on which we have submitted our bid pursuant to the above numbered invitation.</p> <hr/> <p>3. NATURE OF BUSINESS: (Use a separate sheet of paper if needed.)</p> <p>a. We are _____ (Sole proprietorship, partnership, other)</p> <p>b. Our Address is (PO Box addresses of itself are not acceptable.): _____</p> <p>c. The names and addresses of our branch offices are: _____</p> <p>d. The names and addresses of our partners or corporate officers and directors are: _____</p> <p>e. If a bidder is acting as an agent, the names and addresses of all principals are: _____</p> <p>f. The nature of our (and our principal's) business is: _____</p> <p>4. DISPOSITION of COMMODITIES: Check and complete appropriate entry of entries. (Entry c or d must be checked).</p> <p>a. <input type="checkbox"/> The Commodities sold to us, will not be sold or otherwise disposed of by us for use outside of: _____ (Name of Country or Countries)</p> <p>b. <input type="checkbox"/> Maybe re-exported in the form received to the following country or countries.: _____ (Name of Country or Countries)</p> <p>c. <input type="checkbox"/> If sold By us, our buyer(s) may be : _____ (Name and Address)</p> <p>d. <input type="checkbox"/> Our customers are unknown at the present time. Written approval for the resale of any property covered by this Surplus will be required from the Defense Reutilization & Marketing Sales Bosnia Sales Office prior to sale when indicated on DRMS Form 1427, Notice of Award, Statement and Release Document, unless they are named in paragraph 4c above.</p> <p>5. SPECIFIC END - USE.: (Check and complete appropriate entry or entries)</p> <p>a. We will use the commodities referred to in Paragraph 2 for:</p> <p>(1) Resale in the form received.</p> <p>(2) Production or manufacture of: _____ (Name of final product)</p> <p>in: _____ (Name of Country or Countries)</p> <p>and distribution in: _____ (Name of Country or Countries)</p>	

RETURN THIS FORM WITH YOUR BID!

END-USE CERTIFICATE (CONTINUED)

**SURPLUS SALE
STANDARD OPERATING PROCEDURE**

SOP No. 12B

**Annex II
(Cont.)**

INVITATION NO.: 00-LBOS-0000

EXAMPLE

SALE No.0000-SGR18A

b. Our customers will use the commodities for:

(1) Resale in the form received by us.

(2) Production or manufacture of: _____

(Name of final product)

in: _____

(Name of Country or Countries)

and distribution in: _____

(Name of Country or Countries)

c. Other end-use by us or by our customers: _____

ADDITIONAL INFORMATION. (State any other material facts relating to the disposition and use of the commodities which may be of value in considering the bid.):

UNDERSTANDING AND NOTIFICATION.

- a. We understand that the property on which we are bidding originated in the United States otherwise specifically indicated in Sales offering.
- b. We acknowledge receipt of notification that use and disposition, export of such property by us or any other person will be subject to applicable United States laws and regulations, which, among other things, prohibit:
 - (1) The making of any false statements and the concealment of any material information regarding the use or disposition, export or re - export, of this property, or any other subject matter of this statement, and
 - (2) Any use or disposition, export or re - export of the property not authorized in accordance with the provisions of any Surplus resulting from acceptance of our bid, including the restrictions specified in the DENIED AREAS provisions of the invitation.
- c. We further acknowledge receipt of notification that special United States restrictions bar unauthorized exports and re - exports of the United States origin commodities directly or indirectly to any of the areas identified in the provisions of sale entitled DENIED AREAS, contained elsewhere in this invitation.
- d. Sanctions may be imposed against any person who contravenes any law relating to the United States export control. Such sanctions will be in conformity with United States laws and regulations and may include the denial of United States Government Sales.
- e. Comparable sanctions to the extent applicable may be imposed for any wrongful or unauthorized act even when the property is not in the U. S. origin.
- f. The information provided in this statement will be considered a part of our bid under the above - numbered invitation, and a part of the Surplus of sale.
- g. All LAWS of the country, which the Property is located in or will be transported to, or through shall be complied with. Any inconsistencies between laws of all Countries involved shall be brought to the attention of BRS Surplus Sales Officer in writing. Any inconsistencies will make this sale to become NULL AND VOID.

CERTIFICATION:

We Certify that all of the information we have given in this statement is true and correct to our knowledge and belief and what we do not know of and have not omitted any information, which is inconsistent with this statement. If stipulated of notice of Award, Statement and Release Document, we agree to submit a written request for amendment to this to the Government. Prior to effecting and change of fact or intention from that stated herein or in any prior amendment to this statement to the Government. Prior to effecting and change of fact or intention from that stated herein or in any prior amendment, whether occurring before or after the release of the commodities to us.

(SIGNATURE IN INK ONLY)

(Date of Signing)

(PRINT or TYPE NAME of SIGNER)



RETURN THIS FORM WITH YOUR BID!

**SURPLUS SALE
STANDARD OPERATING PROCEDURE**

SOP No. 12B

**Annex II
(Cont.)**

INVITATION NO.: 00-LBOS-0000

EXAMPLE

SALE No.0000-SGR18A

SCRAP WARRANTY

*Form Approved
OMB No. 0704-0246
Expires Dec 31, 2001*

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0246), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THIS ADDRESS.
RETURN COMPLETED FORM TO THE CONTRACT ADMINISTRATION OFFICE.

1. PLANT CLEARANCE CASE NUMBER 00XX-SGR-18A	2. CONTRACT NUMBER DACA78-99-D-0003
---	---

3. CONTRACTOR: Brown & Root Services Contract Sales Program Location HOST COUNTRY	4. INVENTORY REFERENCE
---	------------------------

5. WARRANTY
a. This scrap warranty covers materials listed below at indicated procurement cost and selling prices as approved by the DATE 01
Plant Clearance Officer and as sold by _____

PAGE (1)	ITEM (2)	DESCRIPTION (3)	WEIGHT (4)	ACQUISITION COST (5)	SELLING COST (6)

b. In consideration of the transfer to the undersigned of the property covered by this agreement at a value based upon its being used as scrap, the undersigned represents and warrants to the United States as follows:

- (1) The property covered by this agreement will be used only as scrap, either in its existing condition or after further preparation, unless and until the undersigned is released from this warranty.
- (2) In the event the undersigned is released from this warranty, any payment agreed on as consideration for such release shall be made to the United States regardless of whether this warranty shall be executed at the request of the United States.
- (3) In the event undersigned sells the property covered by this agreement prior to release of this warranty, the undersigned will obtain from the purchaser and tender to the United States a warranty identical to this executed by the purchaser, and upon receipt of such other warranty this warranty will be released by the United States.
- (4) All obligations of the undersigned under this warranty shall expire five years from the date hereof.

6. PURCHASER	
a. Typed name (Last, First, Middle Initial)	b. ADDRESS (Street, City, State and ZIP Code)
c. SIGNATURE	d. DATE SIGNED (YYYYMMDD) 2000-Jan

DD FORM 1639, JAN 1997 (EG)
Pro, WHS/DIOR, Jan 97

PREVIOUS EDITION MAY BE USED.

Design using Perform



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

SAMPLE

Enclosure 1



BRS - Bidder's Mailing List

IFB #:

Vendor Name:		
Street/P.O. Box:		
City, State, Country:		
Telephone Number:		
Fax Number:		
Point of Contact:		
Vendor Number:		

Vendor Name:		
Street/P.O. Box:		
City, State, Country:		
Telephone Number:		
Fax Number:		
Point of Contact:		
Vendor Number:		

Vendor Name:		
Street/P.O. Box:		
City/State/Country:		
Telephone Number:		
Fax Number:		
Point of Contact:		
Vendor Number:		

Vendor Name:		
Street/P.O. Box:		
City/State/Country:		
Telephone Number:		
Fax Number:		
Point of Contact:		
Vendor Number:		

It has been verified that none of the above vendors are listed on the General Services Administration lists of parties excluded from Federal Procurement and Non-Procurement programs debarred, suspended and ineligible firms.

DATE: _____, **Surplus Property Sales Manager Signature;** _____



Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE

SOP No. 12B

SAMPLE

Enclosure 10

	<p>Brown & Root Services (BRS)</p> <p>Surplus Sales</p>
---	---

SHIPMENT RECEIPT/DELIVERY PASS			
1. TO: PURCHASER/AGENT (Buyer):		2. From: (Name & location of activity/installation from which Property is being removed.) Brown & Root Services. On Behalf of: United States Government	
3. Invitation for Bid Number:		4. Award/Contract Number:	
5. Item No.:	6. DESCRIPTION OF MATERIAL BEING RELEASED	7. Unit of Issue:	8. Qty. Released:
9. Shipment Number:		9A. "X" Type of Shipment: <input type="checkbox"/> Partial; <input type="checkbox"/> Final	
		10. Time Loaded:	
11. Vehicle License No.:			
12. RELEASED BY(Signature of PLCO or SALES Manager)		13. Title of Authorized Disposal Representative releasing property:	
14. Signature of Purchaser/Agent:		15. Date Property Is Released:	
TO BE COMPLETED BY SURPLUS SALES PERSONNEL ONLY			
16. Time Shipment Leaves Installation:		17. SENTRY'S INITIALS	

COMPUTER GENERATED FORM

SHEET ___ OF ___ SHEET(S)



~~For Official Use Only (FOUO)~~

**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

SAMPLE

Enclosure 11

REQUEST FOR DISPOSITION OF PROPERTY

DATE: _____

TO: Plant Clearance Officer

FROM: Brown & Root Services.
DAAA-09-02-D-0007
Project OJGS; Event: _____

SUBJECT: Property Disposition Request (Number _____)

Please provide disposition instructions for the following property. It has been determined there is no further use for the property at this location and on this Project.

ITEM NO.	DESCRIPTION	PART#	CONDITION		UOM	U/P	T/P
			CODE	QTY			

Theater Property Office representative

**SURPLUS SALE
STANDARD OPERATING PROCEDURE**

SOP No. 12B

SAMPLE

Enclosure 4



**Surplus Sale
ABSTRACT OF BIDS**

Solicitation No.: XX-XXXX		Page 1 of X	
Bid Opening Date & Time:		BIDDER NO. 1:	BIDDER NO. 2:
BIDDER INFORMATION:		BIDDER NO. 3:	BIDDER NO. 4:
NAME OF BIDDER:			
STREET ADDRESS:			
CITY/STATE/COUNTRY:			
POINT OF CONTACT:			
COMPLETE PHONE#:			
COMPLETE FAX#:			
LOT#:	DESCRIPTION:	QTY:	U/I:
1	Miscellaneous steel-light metal items, scrap X LB / X kg	1	LOT
2	Miscellaneous steel-heavy metal items, scrap X LB / X kg	1	LOT
3	Miscellaneous lot, scrap X LB / X kg	1	LOT
4	Miscellaneous aluminum, scrap X LB / X kg	1	LOT
5	Tires, various sizes and conditions, scrap X LB / X kg	1	LOT
I CERTIFY THAT I HAVE OPENED, READ AND RECORDED ON THIS ABSTRACT ALL BIDS RECEIVED IN RESPONSE TO THE SOLICITATION			
PLANT CLEARANCE OFFICER GOVERNMENT REPRESENTATIVE, SIGNATURE and DATE:		ADMINISTRATIVE ASSISTANT / INTERPRETER NAME AND TITLE PERSON WITNESSING BID OPENING, SIGNATURE and DATE	

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO RESTRICTIONS ON COVER PAGE

Brown & Root Proprietary Data



Brown & Root Services

SURPLUS SALE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

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1.0 Purpose



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

To prescribe the policies and procedures for the Sale of Surplus Contract Government Property, in the possession of Brown and Root Services (BRS) by direction and on behalf of the United States Government.

2.0 Scope

To maximize the return on investment for the United States Army Europe (USAREUR), through the sale of Surplus Contract property, in accordance with FAR 45.6 and Defense FAR Supplement Subpart 245, and as authorized by the Plant Clearance Officer.

3.0 Applicability

This SOP applies to BRS personnel having indirect, direct or supervisory responsibility for the conduct of Surplus Sales.

4.0 Responsibility

4.1 Theater Director

Responsible for the overall Management and Execution of the Contract Surplus Sales mission.

4.2 Surplus Property Sales Manager

Responsibility for plans, policies, and procedures, pursuant to the conduct of the Contract Surplus Sales mission. Ensures that records and property accountability are accurately maintained and the sales site(s) is operated and maintained IAW established procedures. Responsible for receipt, storage and accountability of material stored at the sales site. Prepares documentation necessary to facilitate property sales activity. In coordination with the respective Project Manager provides shared services support to personnel, equipment and operates a safe, secure work environment. Works within guidelines set out in the Property Control Procedures.

4.3 Safety

BRS management is committed to a proactive concept in safety management. Strict compliance is required with all laws and regulations promulgated by federal, state and local government agencies. Moreover, management is committed to being a good corporate citizen and adhering to the regulations of the host country. The Safety department is responsible for the administration of the Company's approved safety plan, policies and procedures. The Company's drug and alcohol prevention program includes training and pre-employment, random and post accident testing. Safe work practices and performance are enhanced via monitoring of employee work habits.



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

4.4 Project Manager (Area of Operations)

Provide support (to include finance and accounting personnel) necessary to accomplish the Contract Surplus Sales mission, IAW the Theater Director's guidance.

4.5 Government Plant Clearance Officer (PLCO)

Represents the Contracting Officer and is the authority for disposal of Contract Surplus Property by public sales, as prescribed by the FAR 45.6 and Defense FAR Supplement Subpart 245.

5.0 Concept of Operation

The Contract, Headquarters United States Army Europe has authorized the disposal/sales of Surplus Contract Property in order to recover funds that are generated by such sales. BRS representatives will identify and report excesses to the PLCO and upon approval will conduct sales as directed. All funds generated by the sale will be deposited directly into a BRS bank account by Awardee of sale and subsequently credited by BRS to the Contract. Awardee is responsible for payment of all taxes/customs/banking costs in accordance with local Government laws.

6.0 Reporting and Requesting Disposition Instructions

See: LOGCAP 3 Support Contract Property Control Procedures (PCP)
Tab H (Disposition) 5.0 Policy

BRS conduct sales of surplus government property and scrap material generated against the LOGCAP 3 Support Contract. Direction for sales will come from the Plant Clearance Officer. Sale of government property and scrap material will be conducted according to Property Sales Standard Operating Procedures and PCP.

7.0 Contractor Procedures

7.1 When contract surplus property/material has been identified as excess to the contract, Material/Property Managers will conduct a requirement review across the Theater of Operations to ensure there are no further needs before reporting excesses to the Theater Property office.

7.2 The Theater Property Office will prepare inventory schedule for review by the Theater Director. Once approved by the Theater Director, the inventory lists will be forwarded to the PLCO requesting disposition instructions.

7.3 Upon receipt of the letter of direction from the PLCO giving authorization to conduct a sale, a joint inventory is conducted between Material, Property Office and Surplus Sales Office.



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

- 7.4 Upon completion of the joint inventory, a transfer document (Warehouse Requisition) is prepared and the property is posted to the contract property register.
- 7.5 All property will remain on the Theater/Country property records until sale is complete and title has transferred. Once this is completed, sales documents will remain with the Surplus Sales Office and a copy furnished to the Theater/Site Property Office.
- 7.6 The Contract Surplus Property Register will be used to account for all property from its initial receipt into the sales program until final title transfer and plant case closure.
- 7.7 Property will be categorized, sorted and stored.
- 7.8 An invitation for bid will be drafted then forwarded to the PLCO for review and approval (See Annex II). A copy of the bidders mailing list will also be provided to the PLCO for review.
- 7.9 Once approved by the PLCO, mail/distribute IFB to authorized bidders; prepare advertisement; schedule property viewing and pre-bid meeting with prospective bidders.
- 7.10 Bid will be collected, logged and registered in IFB Log/Register.
- 7.11 Conduct bid opening in presence of PLCO's designated representative and send all bid documents to PLCO for review and approval.
- 7.12 Upon approval, notify Awardee of contract award, schedule and conduct pre-performance meeting.
- 7.13 Awardee processes payment and customs documentation. Documents are returned to the Surplus Sales Office, and then forwarded to the PLCO for review and approval to release property.
- 7.14 Notify Awardee that pick-up of property may start.
- 7.15 Prior to pick up of property, all government property tags will be removed or defaced prior to transfer of title.
- 7.16 Shipment receipts are prepared and signed by awardee and Surplus Sales Office before property is removed from sales site.
- 7.17 Upon final pick-up of property, the award document is signed by the Awardee, and then all sales documents are forwarded to the PLCO for review and approval of plant clearance case closure.



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

-
- 7.18 Upon receipt of SF 1424 from the PLCO, close plant clearance case file and remove items from the property records.
- 7.19 Turn-in of Contract Surplus Scrap
- Identification of Scrap ownership (Army vs. Contract Surplus) is based on the following conditions;
 - Contract surplus scrap is that residual material generated from the removal, dismantle, repair, or maintenance of assets purchased or furnished under the contract. It does not include residual material generated from Army-owned assets not accountable to the contract.
 - Non-contract surplus scrap, i.e. other contractors and U.S. Army material will not be accepted into this sales mission.
 - All material will be segregated by types, i.e. light metal, rubber, etc.
 - Weighing will be conducted IAW DFARS 245 Subpart 7309-9, and as authorized by the PLCO.
 - Turn-in documents, (BRS Warehouse Requisitions) will be used IAW the BRS Property Control Plan (PCP).
 - Trash, HAZMAT and items requiring De-mil will not be accepted for sales.
- 7.20 Serviceable or Usable Property codes:
1. Property that has a potential for use or sale with minor repairs or alterations is property in Federal Condition Codes A & B (See Annex I).
 2. Property that is classified as condition code C will be sold as scrap.
 3. Condition codes will be used on disposition of property and annotated on the inventory schedule B, to and from the Government. However when selling to a buyer, the following codes are to be used:
 - Good
 - Fair
 - Poor
- 7.21 As a minimum the Surplus Property Register will contain the following information:
1. Date of transfer.
 2. Case number (Given by PLCO).



**Logistics Civil Augmentation Program (LOGCAP)
SURPLUS SALE**

SOP No. 12B

3. Description.
4. Quantity.
5. Unit Acquisition cost, or Estimated Value.
6. Date Property Received.
7. Government Tag Number, if applicable.
8. Document Number.
9. Condition Codes.
10. Make/Model (if applicable).
11. Received from Camp (name).
12. Location/Lotting of Property/Material.

7.22 Surplus Property Register consists of the following supporting documents:

1. A signed copy of the joint inventory document reflecting the excess property/material transferred to the sales site.
2. Maintain an (IFB) register/log assigning the IFB number, case number, categories of sale, number of lots (See Enclosure 2).
3. Retain a copy of all sales related documents to confirm transfer of title to the buyer.

7.23 Invitation for Bids, will consist of the following (See Annex II):

1. IFB Number
2. Case number (By PLCO).
3. Bid Receipt Deadline, date and time.
4. Site Visit/Inspection, date and time.
5. Pre-Bid Conference, Location, date, time.
6. List of items for offer (Types of Property/Material).
7. Statement of method of Payment for Property/Material.
8. Sales Office (BRS).
9. Property Location.
10. Sealed Bid information and address to send.
11. General Information & Instructions for sealed bids.
12. Terms and Conditions.
13. End Use Certificate.
14. Scrap Warranty.



Brown & Root Services

PROPERTY BOOK OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
PROPERTY BOOK OPERATIONS**

SOP No. 2A

This SOP provides procedures and guidelines to be used for Property Book Operations.

2.0 Scope

Procedures outlined in this SOP apply to transient and tenant units/activities that receive Property Book Operations support of the LOGCAP Support Contract.

3.0 Responsibilities

Procedures are established to provide customers with the best support available while Brown and Root Services (BRS) staff conducts daily business with reference to regulatory guidance. Customers shall adhere to established procedures which in order to receive optimal support. Suggestions to improvement may be brought to the attention of staff or management.

4.0 Mission

Property Book Operations assists the Army in providing support to all customers who conduct business with the Consolidated Property Book Office and outlying activities or offices.

5.0 Property Book Mission Related Tasks

- 5.1 Assist Customer Units in researching Hand Receipt problems.
- 5.2 Execute daily and periodic processes from Standard Property Book.
- 5.3 System – Redesign (SPBS-R) or Unit Level Logistics System (ULLS) as required.
- 5.4 Review, Edit, & Post supply documents, and as necessary provide to the authorized government representative for review and approval.
- 5.5 Ensure all transactions conducted with the Supply Support Activity (SSA) and other external activities are conducted with reference to regulations or IAW with written PBO directives.



**Logistics Civil Augmentation Program (LOGCAP)
PROPERTY BOOK OPERATIONS**

SOP No. 2A

-
- 5.6 Assist in maintaining the supporting document files for Standard Army Management Information Systems (STAMIS) used in Property Book Operations

6.0 Interface with External Activities

The PBO supervisor is responsible for coordination between external supply activities, management centers and Consolidated Property Book Officer regarding matters which impact accomplishment of the BRS PBO mission.



Brown & Root Services

INFORMATION SUPPORT SERVICE OFFICE OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
INFORMATION SUPPORT SERVICE OFFICE**

SOP No. 2B

1.0 Purpose

To establish procedures for Brown and Root Services (BRS) operation of the Information Support Service Offices (ISSO) within the LOGCAP 3 Support Contract Area of Operations.

2.0 Scope

This procedure addresses all aspects of the distribution, reproduction, publications and forms account management of the ISSO operations. This procedure identifies those areas that remain the responsibility of the U.S. Military and those which are within the scope of the BRS Mission.

3.0 Responsibilities

- 3.1 ISSO personnel, consisting of Administrative Specialists with current U.S. Security clearances (Secret), will operate an Official Mail Distribution Center.
- 3.2 ISSO personnel provide oversight of the Records Preservation program consisting of instructions for preparation, collection and transfer.
- 3.3 ISSO personnel provide secure and non-secure communications via facsimile and the Automated Message Handling System (AMHS).
 - BRS personnel will have unimpeded access to the work site at all times. Shifts will be staggered and adjusted as necessary.
- 3.4 ISSO provides color and black & white reproduction services via copier machine, color printer, and plotter.
- 3.5 ISSO is responsible for Division distribution of various forms to include, but not limited to, Fragmentation Orders (FRAGO), memorandum, bulletins, and notifications. The ISSO has an unclassified and classified distribution center.
- 3.6 ISSO will act as the Division's Publications representative, if required. ISSO establishes publication accounts for US military units through USAREUR.
- 3.7 ISSO maintains office files in accordance with (IAW) MARKS, will assist the client as requested in the utilization of MARKS (AR25-440-2) and distributes all division regulations, circulars, and pamphlets approved by the Chief of Staff.

4.0 Procedures



**Logistics Civil Augmentation Program (LOGCAP)
INFORMATION SUPPORT SERVICE OFFICE**

SOP No. 2B

4.1 Official Mail

The installation's Official Mail and Distribution Center receives and processes official mail as required. The ISSO is the Official Mail Manager (OMM) for each Task Force. The OMM is responsible for the management, organization, and implementation of the Official Mail program in accordance with DOD Official Mail and Distribution Management AR 25-51, Official Mail and Distribution Management USAEUR Regulation 25-51, the Postal Operations Manual USAEUR Regulation 600-8-3, and DOD Official Mail Manager 4825-8M.

4.1.1 Control

The OMM is responsible for safeguarding official mail funds and ensuring that official funds are expended in accordance with policies and procedures outlined in USAREUR Regulation 25-51.

4.1.2 Ordering

The OMM orders and receives funds electronically for official mail after approval from USAREUR Theatre Official Mail Manager (OMM), Mannheim, Germany.

4.1.3 Documentation

The OMM is responsible for preparing expenditure reports, and documenting the usage of official mail funds to the THEATER OMM.

4.1.4 Preparation

The OMM is not responsible for the packaging of official mail; however, if cost affective, official mail will be consolidated. It is OMM's responsibility to inspect all incoming official mail to ensure proper preparation and determine that the mail is expedited in accordance with policies and procedures.

4.1.5 Processing

Official Mail will be processed in accordance with the Official Mail and Distribution Management, AR 25-51, Postal Operations Manual Regulation 600-8-3.

4.1.6 DOD Intra Theater Official Mail



**Logistics Civil Augmentation Program (LOGCAP)
INFORMATION SUPPORT SERVICE OFFICE**

SOP No. 2B

All mail destined for APO AE through the United States Postal Service (USPS) will be transmitted without payment of postage and marked DOD Intra Theater Mail Official Mail. DOD Intra Theater Mail also includes special services such as Certified, Registered and return receipt, which are processed at no cost to the U.S. Government.

4.1.7 Registered Mail

OMM ensures that all out going Official Registered mail falls in the guidelines as specified in AR 25-51. Registered Mail is considered classified; therefore, OMM will not assist in the preparation. Registered Mail will be double wrapped in brown paper and every corner sealed with mucilage or glue tape.

Registered Mail will be covered by a chain of receipts (i.e., PS Form 3883 and PS Form 3877) from the time of acceptance by ISSO until delivery has been made to the addressee or the APO.

4.1.8 Certified/Return Receipt Mail

OMM ensures that all out going Official Certified/Return Receipt mail falls in the guidelines as specified in AR 25-51. OMM will provide a receipt to the sender. A record is not kept by the OMM; however, the record of delivery is kept at the final destination. It is dispatched, handled, and treated in transit as ordinary mail.

4.1.9 TA-50

Items issued by the Central Issue Facility (CIF) are authorized for shipment via Official Mail provided they meet the following criteria:

- Soldier is departing on emergency leave, emergency PCS or compassionate reassignment. TA 50 will be sent 3rd class, without any special services. Unit commanders must furnish a memorandum verifying the soldier's status. Non TA-50 items are not authorized for shipment. TA-50 will be sent from an official address to an official address. Official Mail personnel will inspect TA-50 baggage to ensure strict compliance. Baggage being shipped in a duffel bag or footlocker must be locked.

4.1.10 Clinical Specimens



**Logistics Civil Augmentation Program (LOGCAP)
INFORMATION SUPPORT SERVICE OFFICE**

SOP No. 2B

Any human or animal material including, but not limited to blood and its components, and urinalysis specimens will be processed for shipment to Forensic Toxicology Drug Testing via Registered Mail. Packages will be wrapped in accordance with official registered mail procedures (refer to 4.1.9 above) as specified in AR 25-51.

4.2 Theater Operational Records Preservation Plan

The Records Preservation Program is designed to collect critical documentation on the activities and locations of units and soldiers deployed and involved in contingency operations.

The Records Management Officer (RMO), an ISSO Specialist, will provide oversight of the Theater Operational Records Preservation (ORP) Plan. The Records Management Officer (RMO) will ensure that operational records received from the units are properly processed and transferred to the appropriate record holding area.

4.2.1 Task (U.S. Military)

All units of the division will preserve and submit their records as directed in Theater Supplement 1 to AR 25-400-2, Information Management: Records Management. Commanders and Staff sections will appoint operation record management personnel to carry out the ORP program. The designated personnel will provide the RMO with their name, phone number, and email address. Preservation records shall be submitted to the RMO monthly. The closing date for record preparation is the last calendar day of the month. Records shall be transferred within 7 days after the closing date.

4.2.2 Collection Process (U.S. Military)

Units must notify the ISSO regarding the status of their monthly Records Preservation requirement. All records regardless of type will be accepted (i.e., paper, computer disks and tapes, microfilm, photographic film, e-mail and other electronic formats). Classified and unclassified records will NOT be mixed.

4.2.3 Shipment Process

Historical records may be shipped through the ISSO Official Mail service in accordance with Theater Records Preservation Plan or Electronically submitted directly to Theater Command Records

Holding Area (UCRHA). Classified records will be shipped in accordance with AR 380-15, Safeguarding all Classified Information.



**Logistics Civil Augmentation Program (LOGCAP)
INFORMATION SUPPORT SERVICE OFFICE**

SOP No. 2B

4.3 Secure and Non-secure Communications

The ISSO provides classified and unclassified communications via facsimile and the Automated Message Handling System (AMHS).

4.3.1 Secure Facsimile

- Telephone lines are available for secure facsimile communication.
- Classified documents will require a signature upon distribution. All classified documents shall be kept in the designated classified distribution area.

4.3.2 Non-Secure Facsimile

- Telephone lines are available for unclassified facsimile communication.
- Ingoing/outgoing facsimiles will be maintained on a tracking log.

4.3.3 Automated Message Handling System (AMHS)

AMHS is the U.S. Secret Message Traffic System. The AMHS is used for the processing of messages up to and including U.S. Secret.

4.4 Reproduction

ISSO provides reproduction via copier machine, color printer, and plotter. A print request is required for all printing services. ISSO provides lamination service as directed.

4.5 Copier/Facsimile Repair

ISSO copier and facsimile equipment repair is under contract between the U.S. Government and third party firms. BRS is not responsible for the performance of the repair/maintenance contractor. ISSO will not be responsible for providing escort services for HCN firms. The U.S. Government will retain responsibility for providing back-up equipment if and when existing office equipment is down for repair and/or maintenance.

ISSO will maintain a trouble call log to record copiers/facsimile machines for repair.

4.5.1 Consumable Items



**Logistics Civil Augmentation Program (LOGCAP)
INFORMATION SUPPORT SERVICE OFFICE**

SOP No. 2B

ISSO will be responsible for supplying toner cartridges/drums, staples and paper distribution for copiers and facsimile machines, if required. The ISSO office is not responsible for providing paper for individual office use or for any of the TF printers.

4.6 Distribution

- 4.6.1 ISSO is responsible for distribution of various forms to include, but not limited to, memorandums, bulletins and notifications. The ISSO is an unclassified and classified distribution center.
- 4.6.2 Each unit will provide the ISSO with an Appointment Order signed by a Commissioned Officer authorizing individuals to retrieve unclassified or classified distribution from the unit, staff section, or organizational distribution box located in the ISSO office. The ISSO will verify these appointed individuals prior to picking up and handling unclassified/classified distribution and unclassified/classified facsimiles.
- 4.6.3 Classified distribution will be safeguarded as required.
- 4.6.4 Distribution schemes are used to disseminate information through the Division. The ISSO will maintain an updated distribution scheme. When a specific distribution scheme is requested, the ISSO will distribute accordingly.

4.7 Publications

ISSO is the division's publications representative, if required. ISSO will establish publication accounts for U.S. Military units through HQ, applicable Theater to include requisition and distribute controlled forms for U.S. Military Units, **if required**.

- The ISSO will assist units in the opening of a deployed publications/forms account. The ISSO will assist units on how to complete a DA 12 R and submit through facsimile to HQ, applicable Theater. Units will submit a DA 1687 to identify personnel authorized to requisition and receive controlled forms.
- Publications and forms are available for viewing, printing and downloading via Formflow and the Internet.
- Units will submit requests for forms in the exact amounts that they need. The stockpiling of forms is authorized.



Logistics Civil Augmentation Program (LOGCAP)
INFORMATION SUPPORT SERVICE OFFICE

SOP No. 2B

4.8 Records Management

ISSO will ensure that office files have been established and properly maintained in accordance with Modern Army Record Keeping System (MARKS) (AR 25-440-2 & applicable Theater Supplement 1 to AR 25-440-2).

4.9 Information Services

The ISSO provides information services in the form of printing assistance, as **required** (i.e. key personnel charts, plotter services, scanning documents, photos, color printing and color reproduction).



Brown & Root Services

MULTI-NATIONAL SUPPORT STANDARD OPERATING PROCEDURE

LOGCAP Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

MULTI-NATIONAL SUPPORT STANDARD OPERATING PROCEDURE

SOP No. 2C

1.0 Purpose

This Standard Operating Procedure is designed to establish procedures for the LOGCAP 3 for Support for Multi-National Task Force Mission.

2.0 Scope

Brown and Root Services (BRS) is responsible for providing logistical services and support as directed by appropriate authority.

3.0 Procedures

BRS will provide logistical support services, classes of supply, engineering and construction services to Multi-National contingencies as directed. Direction must come from the ACO or PCO prior to initiation of support to Multi-National contingencies.

3.1 Contracts

For any BRS service or support request that does not fall under recurring services to existing units or facilities, a formal approval process will be initiated. This includes the following:

- A Foreign Rough Order of Magnitude (FROM) is requested as a good faith projection of the anticipated costs.
- BRS will prepare and submit the FROM to the ACO.
- Upon FROM approval a Notice To Proceed (NTP) will be issued.
- BRS representative must accept and approve the NTP prior to work commencement.
- BRS representative will track the costs against the associated NTP, and provide these costs to the USAREUR ODCSLOG, the PCO and ACO in the weekly cost reports.

3.2 Life Support

Life Support costs are tracked as directed by the PCO.

3.3 Supply

**MULTI-NATIONAL SUPPORT
STANDARD OPERATING PROCEDURE**

SOP No. 2C

Provision of unique Classes of Supply to Multi-National Units will be coordinated and approved at each Task Force. Procedures for documentation and issuance of individual Classes of Supply will be maintained utilizing established (BRS/Army) procedures for handling and processing of these Classes of Supply.



Brown & Root Services

MANAGEMENT & ADMINISTRATION OPERATIONS

LOGCAP Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
MANAGEMENT AND ADMINISTRATION**

SOP No. 2

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<u>TITLE</u>	<u>IDENT.NO.</u>
• Property Book Operations SOP	SOP No. 2A
• ISSO SOP	SOP No. 2B
• Multi-National Support SOP	SOP No. 2C



Brown & Root Services

AIR TERMINAL OPERATIONS CENTER STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIR TERMINAL OPERATIONS CENTER**

SOP No. 3A

Establish procedures for performing Air Terminal Operation Center (ATOC) functions in the LOGCAP 3 Area of Operation (AO).

2.0 Scope

Brown and Root Services (BRS) will provide management and oversight of the ATOC operation in support of the LOGCAP 3 Support Contract.

3.0 Responsibilities

Services are provided using a combined workforce of Expat and Host Country National (HCN) Personnel using Government provided facilities, vehicles, equipment and materials.

4.0 Procedures

4.1 Forecasting Flights

Disseminate flight information to applicable work centers.

4.2 Station Workload

Maintain a data base of station workload.

4.3 Pallet Utilization

- Maximize pallet utilization
- Provide Pallet Utilization Report for weekly SITREP

4.4 Situation Reports

4.4.1 Daily

Maintain a daily SITREP and disseminate to the appropriate agencies.

4.4.2 Weekly

A weekly SITREP will be completed each Sunday and forwarded to the Appropriate command sections.

4.5 Load Planning



**Logistics Civil Augmentation Program (LOGCAP)
AIR TERMINAL OPERATIONS CENTER**

SOP No. 3A

ATOC personnel will accomplish load plans to ensure safe aircraft load distribution.

4.6 Manifest Package

Compile outbound missions cargo manifests and corresponding documentation for aircraft & station files.

4.7 Record Maintenance

Records will be maintained on a yearly basis.

4.8 Information Control

ATOC Personnel will disseminate information in a timely manner to those required areas/personnel.



Brown & Root Services

AIR TRAFFIC CONTROL TOWER OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIRTRAFFIC CONTROL TOWER**

SOP No. 3B

References:

- **FM 1-303 Air Traffic Control Facility Operations and Training**
- **USA Arms Inspection Checklist**
- **FAAH 7110.65 Air Traffic Control**
- **FAAH 7210.3 Facility Operation and Administration**
- **FAAH 7340.1 Contractions**
- **FAAH 7350.6 Location Identifiers**
- **FAAH 8240.36 Instructions for Flight Inspect Reporting**
- **Airman Information Manual (AIM)**
- **DoD Flight Information Handbook**
- **High and Low Altitude Instrument Approach Procedures**
- **High and Low Altitude Charts**
- **VFR and IFR Supplements**
- **Taszar Airfield Regulation 95-2**
- **Appropriate Letter of Procedures (LOP's)**



**Logistics Civil Augmentation Program (LOGCAP)
AIRTRAFFIC CONTROL TOWER**

SOP No. 3B

1.0 Purpose

Establish procedures for providing Air Traffic Control (ATC) services to aircraft operating in the Military Terminal Control Area (MTCA) utilizing Visual Flight Rules (VFR).

2.0 Scope

Brown and Root Services (BRS) shall provide ATC services to aircraft in accordance with the requirements of the LOGCAP 3 Support Contract.

3.0 Procedures

- 3.1 Control all VFR air/ground aircraft traffic in the MTCA according to established Federal Aviation Administration (FAA), United States Air Force (USAF), United States Army (USA), International Civil Aviation Organization (ICAO), and Host Nation Aeronautical Information Publication procedures.
- 3.2 Provide first priority to the separation of aircraft and to organize/expedite the safe and orderly flow of air/ground traffic.
- 3.3 Respond to all FM radio and landline communications.
- 3.4 Respond to all UHF/VHF radio transmissions.
- 3.5 Issue runway in use, wind direction and velocity, altimeter setting, visibility, taxi instructions, traffic advisories and any other flight safety data, to aircraft operating in the MTCA.
- 3.6 Monitor emergency/guard frequencies during the Tower operational hours.
- 3.7 Initiate daily equipment checks prior to the airfield operational hours, and at the beginning of each shift, and after a power failure and or generator changeover and document in DA Form 3502-R (Daily Report of Air Traffic Control Facility) Reference FM 1-303.
- 3.8 Activate the Emergency Warning and Evacuation Alarm position "A" switch when an emergency aircraft is approaching to land and for any other condition hazardous to personnel on the ground.
- 3.9 Pass aircraft arrival and departure times to Base Operations.



**Logistics Civil Augmentation Program (LOGCAP)
AIRTRAFFIC CONTROL TOWER**

SOP No. 3B

- 3.10 Coordinate with Approach Control for VFR aircraft departing the MTCA that request an altitude at or above 2500 feet MSL, Reference Tower Approach Control, Base Operations LOP.
- 3.11 Monitor the TACAN Remote Status Indicator (RSI) for TACAN status and advise other facilities of changes, Reference FM 1-303.
- 3.12 Transfer control of departing aircraft and accept control of arriving aircraft from Approach Control, using verbal or written procedures, Reference FAAH 7110.65.
- 3.13 Activate the Primary Crash Alarm System (PCAS) to notify base agencies of in-flight emergencies, ground accidents/incidents and contingency/exercise requirements. Perform a daily check of the PCAS prior to the airfield operational hours and document on DA Form 3502 (Daily Report of Air Traffic Control Facility).
- 3.14 Transmit airfield advisories to include Runway Surface Condition (RSC), Runway Condition Reading (RCR), Bird Watch Condition (BWC), Notices to Airmen (NOTAMS) and other pertinent airfield information, as required, to arriving and departing aircraft.
- 3.15 Operate the local control flight data and ground control positions.
- 3.16 Operate the 20 channel tape recorder. Change the recorder tapes daily and document recorder status, tape and deck in use on DA Form 3502-R (Daily Report of Air Traffic Control Facility). Maintain all recorder tapes, Reference FM 1-303. Ensure that the recorded tape media is secured and not released without the Airport Manager's approval.
- 3.17 Control all vehicular traffic operating within the designated movement area using FAA phraseology and local procedures.
- 3.18 Requisition equipment, supplies and other resources required for the efficient use of ATC activities.
- 3.19 Participate in Airfield Operations Board, Air Traffic Control and Landing Systems (ATCAL) Board, Safety, Security, Foreign Object Damage (FOD), Snow Control, Bird Hazard Working Group and other meetings as requested.
- 3.20 Perform operational checks on all radios and equipment at the alternate ATC facility weekly and document on DA Form 3502-R (Daily Record of Air Traffic Control Facility).



**Logistics Civil Augmentation Program (LOGCAP)
AIRTRAFFIC CONTROL TOWER**

SOP No. 3B

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- 3.21 Determine the runway in use (RIU), and advise Fire Department and Base Operations, Reference FAAH 7110.65
 - 3.22 Operate Light Guns, Reference FM 1-303.
 - 3.23 Compile daily totals of aircraft traffic activity to include in the Military Air Traffic Report and disseminate report as directed by higher authority.
 - 3.24 Advise Airfield Lighting personnel (BRS Power Generation) via radio or telephone of airfield lighting requirements
 - 3.25 Obtain control of the runway from Base Operations prior to opening. Release control of the runway to the Host Nation controllers upon closing. Advise all agencies of facility opening and closure, Reference local checklist.
 - 3.26 Coordinate with the Host Nation controllers as required:
 - 3.26.1 Aircraft arrival and departure times, transponder codes and any other information.
 - 3.26.2 Communication equipment/NAVAID outages and airfield lighting.
 - 3.26.3 Sequencing and spacing of aircraft.
 - 3.26.4 Flight Check aircraft or other special high priority operations as necessary.
 - 3.26.5 Any aircraft arrival/departure not on written daily schedule.
 - 3.26.6 Runway/taxiway closures or airfield construction.



Brown & Root Services

AIRFIELD CARGO PROCESSING STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD CARGO PROCESSING**

SOP No. 3C

To Establish standard operating procedures for performing Airfield Cargo Processing.

2.0 Scope

Brown and Root Services (BRS) shall provide management and oversight of the Airfield cargo processing operation in support of the LOGCAP 3 Support Contract.

3.0 Responsibilities

3.1 Provide Cargo Processing from 0700-1900 hours daily, with on-call service as requested with a 30-minute lead-time.

3.2 Services are provided using a combined workforce of Expat and Host Country National (HCN) Personnel using Government provided facilities, vehicles, equipment and materials.

3.3 Cargo processing responsibilities lie between Air Terminal Movement Control Team (ATMCT), Air Terminal Operations Center (ATOC), Traffic Management Office (TMO) and Ramp Services sections as appropriate.

4.0 Procedures

4.1 Cargo Processing

4.1.1 The ATOC informs the cargo processing section of projected aircraft and pallet positions available.

4.1.2 Cargo processing personnel will make decisions concerning: buildup of each pallet, loose loaded cargo, and rolling stock, by the cargo priority, aircraft, and its configuration.

4.1.3 When building pallets, all cargo will be adequately restrained, and the pallet will be weighed. Pallets will be marked with a minimum of gross weight, origination station, destination station, and height of pallet.

4.1.4 If the pallets are "married" or part of a pallet train, the center of balance will be computed and marked.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD CARGO PROCESSING**

SOP No. 3C

- 4.1.5 When preparing rolling stock, all vehicles will be marked with axle(s) weight, gross vehicle weight, and center of balance.
- 4.1.6 If an in-transit shipment has any discrepancies, personnel will call the TMO/ATMCT to rectify any problems with the shipment. Any in-transit shipments with discrepancies will not be transported until the discrepancy is rectified.

4.2 Inbound Truck Cargo

- 4.2.1 Inspect originating shipments and ensure that the package is properly marked and labeled.
- 4.2.2 If cargo is palletized by the originating agency, ensure that the pallet is adequately restrained.
- 4.2.3 Ensure that all required supporting documentation is present and filled out properly.
- 4.2.4 Inspect hazardous declarations for accuracy, and ensure there are no unreported hazards on the pallet.
- 4.2.5 If capabilities exist, the cargo will then be processed using a government provided automated system, then file corresponding paperwork.

4.3 Inbound Air Cargo

- 4.3.1 All inbound air cargo, will be receipted for.
- 4.3.2 Cargo will be compared to the aircraft manifest to ensure that all cargo is present.
- 4.3.3 If there are any over or short shipments, the manifest will be marked noting the shipment in question, and adjust all weights, pieces and cubes on the manifest.
- 4.3.4 After all cargo has been accounted for, and if the capabilities exist, process the cargo using a government provided automated system, then file corresponding paperwork. Cargo is then signed for by ATMCT/TMO for final delivery.

4.4 Outbound Truck Cargo

- 4.4.1 A cargo manifest will accompany each out bound shipment.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD CARGO PROCESSING**

SOP No. 3C

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- 4.4.1.1 The manifest will be prepared using a government provided automated system.
 - 4.4.1.2 If a government provided automation system is not available, use a manual form.
 - 4.4.2 The form is then signed by the person receiving the shipment and filed with corresponding paperwork.
 - 4.4.3 Cargo processing personnel are responsible to contact TMO/ATMCT when terminating cargo is received.
- 4.5 Outbound Air Cargo**
- 4.5.1 Outbound cargo will be manifested, once cargo is assembled and ready for shipment.
 - 4.5.1.1 Manifesting can be accomplished by using a government provided automated system.
 - 4.5.1.2 If a government provided automated system is not available, then a manual form may be used.
 - 4.5.2 The final manifest is then given to the ATOC for final processing.
 - 4.5.3 All hazardous declarations, will be turned over to the ATOC at this time.
- 4.6 Special Provisions**
- 4.6.1 All mail or other type shipments requiring signature service will be handled exclusively by an authorized individual (Expat).
 - 4.6.2 Registered mail and/or anything requiring signature service will not be accepted until the day of movement.
 - 4.6.3 Any hazards requiring special storage provisions will not be accepted until the day of shipment.
 - 4.6.4 Self-propelled rolling stock, will be in good mechanical order and shall not have leaking fluids of any kind.
 - 4.6.5 Any cargo marked as "MICAP" or "999" in the required delivery date field is priority cargo that needs to be turned over to the receiving agency as soon as possible.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD CARGO PROCESSING**

SOP No. 3C

4.6.6 Any terminating shipments without ultimate consignee or destination marked, will be turned over to the TMO/ATMCT for final disposition.

4.7 Records

4.7.1 Records for cargo processing are broken into four areas: inbound truck, inbound air, outbound truck, and outbound air.

4.7.2 All cargo processing records will be filed and maintained for a period of one fiscal year active and two years inactive.

4.7.3.1 Inbound truck cargo, require the signature of the cargo processing person who accepts the shipment.

4.7.3.2 Inbound air manifested shipments that require signature receipt (registered mail and signature service) will be signed for by ramp service person who accepts the shipment.

4.7.3.3 Outbound truck cargo manifest will be signed for by the ATMCT/TMO person who received the cargo.

4.7.3.4 Outbound air manifests are maintained by ATOC.



Brown & Root Services

AIRFIELD DIRECT AIRCRAFT SUPPORT TRAINING STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD DIRECT AIRCRAFT SUPPORT**

SOP No. 3D

To establish procedures for both initial and recurring training in Direct Aircraft Support Services. Aviation support includes both fixed and rotary wing aircraft based at or transiting through Brown and Root Services (BRS)-supported airfields. BRS will follow appropriate DOD, Air Force and Army publications (as they apply) augmenting the training program. References to specific procedures are listed in the ATS Technical Reference Document (Appendix I). This SOP contains the procedures requiring approval per Chapter 8, Ground Operations, DLAM 8210.1, as prescribed by DFAR clause 252.228-7001, GROUND AND FLIGHT RISK (SEP 1996).

2.0 Scope

- 2.1 Provide an aircraft operations support training program for BRS employees supporting based and transient aircraft. The program is outlined for initial training for newly hired employees or employees that are cross training between sections.
- 2.2 Annual refresher training mirrors initial training ensuring employee currency within their respective section, with the exception of cargo handling equipment which identifies separate training requirements for initial and refresher training

3.0 Responsibilities

- 3.1 Provide both an initial and recurring training for BRS employees who perform contractual ground operations around aircraft per DLAM 8210.1, Chapter 8, Ground Operations.
- 3.2 Supervisors will utilize GFR-approved training database to track both initial training and recurring training. All training plans are applicable for both initial and recurring/refresher training.
- 3.3 Training will be documented using AF Form 171 relative to equipment operations, AF 797/1098 Training Record for operational certifications, AF Form 483 for flight line driving and various internal BRS forms for safety and specialized training documentation.

4.0 Training Plans

4.1 Transient Alert/Aviation Fuels

4.1.1 Aircraft Parking/Marshalling

1. Designate parking locations through Command Post/Base Operations prior to following days flight schedule.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD DIRECT AIRCRAFT SUPPORT**

SOP No. 3D

2. Determine aircraft type, size and nature of passenger or cargo.
3. Ensure distances left between parked aircraft will be enough to allow immediate access of emergency vehicles in case of fire and also to permit free movement of equipment and materials.
4. Cover procedures outlined in AFI 11-218, Aircraft Operation and Movement on the Ground, T.O 00-25-172 Ground Servicing of Aircraft and static Grounding/Bonding.
5. TA personnel will guide aircraft to the designated aircraft parking location with "Follow Me" vehicles.
6. Successfully complete written and practical rotor and fixed-wing marshaling tests achieving a minimum score of 70%.
7. Satisfactorily marshal an aircraft to final parking using international signals under the supervision of an instructor.
8. Ensure that there is a wing walker when aircraft is taxied within 25 feet of obstruction, no closer than 10 feet with wing walker.
9. After the aircraft is fully stopped, TA Specialists will place aircraft wheel chocks fore and aft of the main landing gear or as specified in applicable aircraft technical orders.
10. Ensure that an accessible fire bottle is located on the aircraft-parking ramp or in the vicinity of the aircraft.
11. Coordinate AGE delivery and proper placement.
12. Confirm required ground services, crew transportation and fuel with air crew and coordinate delivery as required. Services may be coordinated through Base Operations at some locations.
13. TA Specialists will remain at the aircraft as safety observer during Engine Running Off load/On load (ERO) and fueling.

4.1.2 Aircraft Towing

1. Qualified personnel will be thoroughly familiar with all published towing procedures pertaining to the type of the aircraft using AFOSH 91-100, Chapter 2 Aircraft Towing Operations and applicable aircraft-specific Technical Orders (see BRS, Air Force



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD DIRECT AIRCRAFT SUPPORT**

SOP No. 3D

Technical Order, Instruction and Government-Provided Documentation Listing).

2. Personnel must be qualified for specific towing team duties: Supervisor, Tow Vehicle Operator, Brake Rider, and Wing Walker/Tail Walker. Personnel must pass a written test for their specific duty prior to conducting towing operations. Minimum passing score is 70%.
3. The towing team supervisor will direct towing operations and take a position that will ensure surveillance of the towing procedures and performances of other team members.
4. Ensure that steerable landing gear (including outriggers) will be set in tow position before the aircraft is moved and returned to original position after the tow-bar has been removed.
5. Personnel will not walk between the nose wheel of an aircraft and its towing vehicles, nor will they ride on the outside of a moving aircraft, on the tow-bar, or on the outside of the vehicle unless an authorized seat is provided. No person will attempt to board or leave a moving aircraft or towing vehicle.
6. For Night Crew Signals, Ensure that two luminous wands are issued to towing team members who require wands. Wands or wingtip lights will be used by other tow team members to warn aircraft traffic that may approach.
7. The supervisor will obtain clearance from control tower before towing an aircraft on or across an established taxiway or runway and maintain contact with the tower throughout the towing operation.
8. Ensure that the towing speed does not exceed that of walking team members, with a maximum of 5 miles per hour.
9. The aircraft brake system will be charged before each towing operation, towing will be stopped immediately if brake pressure drops below safe operating limits.
10. If brakes are inoperative or unable to be used, Wing Walkers will carry chocks while towing to insert in the event the aircraft breaks away from the tow vehicle.



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11. Before moving any aircraft, the towing vehicle, tow bars, connections and other associated equipment will be inspected by the tow team supervisor to ensure serviceability and proper functioning.
12. Make sure that the chocks are available in case of emergency throughout towing operations. Chocks will be properly placed before the towing vehicle is unhooked.
13. When moving aircraft, tow vehicles will not start and stop suddenly.
14. Ensure all equipment, work stands, loose aircraft parts, and other materials are removed from the vicinity of an aircraft and are properly stored.
15. To avoid possible worker injury and aircraft damage during towing operations, entrance doors will be closed, ladders will be retracted or removed, and landing gear down locks installed.
16. Check nose and main landing gear struts and tires for proper inflation prior to towing any aircraft.
17. The tow vehicle driver will stop at least 50 feet from the aircraft and proceed only on specific instructions from the tow team supervisor when approaching the aircraft to be moved.
18. Ensure the towing vehicle distance behind another aircraft or another vehicle will not be less than 50 feet.
19. When towing aircraft, team personnel will be stationed to conform to applicable aircraft TO procedures for the type aircraft being towed.
20. The towing vehicle driver will be responsible for operating the vehicle in a safe manner and will follow the instructions issued by the team supervisor.
21. A wing walker will be stationed at each wingtip to ensure adequate clearance of any obstruction in the path of the aircraft.
22. A nose walker (the supervisor) will maintain safe position in front of the towing vehicle and a clear view of wing walkers, the vehicle driver, and the person in the pilot's seat.



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23. A tail walker will be used during towing operations when the aircraft is to be turned sharply or backed into position. Backing aircraft will be avoided as much as possible.
24. Check aircraft-specific Technical Order for turn radius limitation while towing and avoid exceeding this limit.

4.1.3 Aircraft Refueling

4.1.3.1 Familiarize personnel with T.O. 00-25-172, Ground Servicing of Aircraft and static Grounding/Bonding, F.M. 10-67-1, Concepts and Equipment of Petroleum Operations, Chapter 13, and HEMMT Tanker Aviation Refueling System (TM 9-23-20-279-10-1):

1. Ensure all drivers are licensed and properly trained on flight line procedures.
2. Identify truck controls and proper driving procedures of vehicles.
3. Drive truck on the flight line and to the bulk issue point for orientation on receiving fuel and properly approaching the issue point.
4. Instruct correct approach and truck parking for aircraft refueling.
5. Ensure understanding of controls on pumping unit and correct use of hoses

4.1.3.2 Fuel orientation and testing:

1. Ensure filter separator is drained to remove any water collected in the bottom.
2. Prepare refueler and begin recirculation of product.
3. While product is being recirculated, prepare Aqua Glo test kit, ensuring sample bottles are clean and properly rinsed.
4. Once 50% of the product has been recirculated, insert sample probe, draw a sample and perform a test on the aqua detector pad.



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5. Record all readings on appropriate documents and keep a representative sample for a 24-hour period.

4.1.3.3 Aircraft orientation:

1. Review all applicable Technical Orders on each individual aircraft and identify refueling differences.
2. Identify aircraft circle of safety, parking approaches and vehicle chocking.

4.1.3.4 Refueling aircraft:

1. Ensure a chock is in place prior to backing into position near an aircraft.
2. Connect grounding cables to ground then aircraft in accordance with FM 10-67-1.
3. Place fire bottle into position.
4. Check with crew for requested fuel amount, bond the nozzle to the aircraft, and operate control panel to refuel aircraft once the concurrence has been provided by the crew chief.
5. De-fuel the hose after the correct load has been given, disconnect all grounding cables and ensure accountability paperwork is completed.

4.1.3.5 De-fueling aircraft:

1. Ensure a chock is in place prior to backing into position near an aircraft.
2. Connect grounding cables to ground rods and the aircraft, position fire bottle.
3. Ensure that fire department is in place and that crew chief has prepared aircraft for de-fueling
4. Connect to aircraft and start de-fueling on direct instruction of the aircrew.



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5. After de-fuel is complete ensure that fuel drawn is recorded on Form 3643.

4.1.4 Aircraft De-icing

4.1.4.1 Truck Serviceability Check (T.O. 36E17-6-21 Landoll Deicer, T.O. 42C-1-2 Anti-icing, de-icing and de-frosting of parked aircraft.)

1. Check main engine fluid levels.
2. Check pony engine fluid levels.
3. Check oil reservoirs on both pumps.
4. Check hydraulic oil level (back compartment).
5. Check tire pressures prior to 7th of each month.

4.1.4.2 Preheat Fluid

1. Refer to Panel Operators Instructions.
2. Start engine and let idle at 1000 RPM for 1 minute.
3. Engage clutch on the right hand side of the control panel.
4. Increase to 2000 RPM.
5. Start heaters one at a time.
6. Run until both heaters shut off (approx. 180 degrees heater inlet temp).

4.1.4.3 De-ice Aircraft

1. Position deicer as required beginning deicing at front of the aircraft.
2. Divide aircraft into four work areas:
 - Forward left fuselage and left wing.
 - Forward right fuselage and right wing.
 - Aft left fuselage and stabilizer.
 - Aft right fuselage and stabilizer.



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3. Apply heated fluid close to surface of aircraft skin to minimize heat loss and improve effectiveness.
4. Start at wing tip, sweeping in the aft and inboard directions.
5. Prior to leaving the wing, hit the leading edge with one complete sweep of fluid.
6. If required on fuselage, spray the required area on the top centerline until the fluid just begins to run downward.
7. On the tail horizontal surfaces, ensure the fluid is just beginning to drip off the leading and trailing edges.
8. On the tail vertical surface, start at the top and quickly obtain a complete coverage.
9. Prior to leaving the tail, hit the leading edges (horizontal and vertical) with one complete sweep of fluid.
10. Do not spray fluid onto landing gear brakes (especially carbon), air intake ports, engine inlets, wheels or onto the windshields.
11. Ensure the following for all aircraft with T-tails: the horizontal stabilizer upper surface and leading edge shall be the last surface to be anti-iced.

4.2 Aerospace Ground Equipment (AGE)

- BRS will utilize AFI 21-101, Maintenance Management of Aircraft, Chapter 3, Aircraft Generation, Repair and Inspection, Section 3.9, Aerospace Ground Equipment in both initial and refresher training.
- Individual T.O.'s for each piece of AGE equipment will be covered including maintenance, operational procedures, and safety warnings.
- General training topics identified below reference AFOSHSTD 91-100 and equipment-specific Technical Orders as identified.

4.2.1 Operation of B1, B4 and B5 Maintenance Stands, T.O. 35A4-2-3-51, T.O. 35A4-2-6-1, T.O. 35A4-2-5-1, T.O. 35A4-2-5-4



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1. Perform operational inspection.
 2. Raise stand to desired height away from aircraft if possible and then move into position. Ensure that stand does not come into contact with the aircraft.
 3. Ensure that all castor brakes are locked before use.
 4. Ensure safety pins are installed in platform/ram lock is fully engaged prior to climbing on any stand.
 5. Move the stand away from aircraft and lower fully prior to towing.
 6. On B5 stand ensure that both rear wheel castors are locked in the forward position prior to towing.
- 4.2.2 Operation of A/M32A-86D Diesel Generator Set, T.O. 35C2-3-469-11**

1. Perform operational inspection.
2. Start unit, observing all safety notes and cautions.
3. Remove power cables from unit and connect to aircraft.
4. Apply power to load by closing the contactor switch located on the control panel and insuring that the "contactor closed" light illuminates.
5. Disconnect power by opening the contactor switch and removing the cable from load. Stow the power cable on the unit.
6. Shut down generator.
7. Ensure that all cables/hoses are disconnected and stowed prior to removal/towing equipment to or from an aircraft.

4.2.3 Operation of NF-2D Portable Light Set, T.O. 35F5-5-11-61

1. Perform operational inspection.
2. Start unit observing all safety notes and cautions.



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3. Place the front and rear light circuit breakers in the on position at the control panel.
4. Aim lights and raise platform to desired height.
5. Lower platform prior to towing light set.
6. Shut unit down.
7. Ensure that all cables/hoses are disconnected and stowed prior to removal/towing equipment to or from an aircraft.

4.2.4 Operation of MC-2A Air Compressor, T.O. 34Y1-87-61

1. Perform operational inspection.
2. Start unit observing all safety notes and cautions.
3. Load the compressor by depressing the load button on control panel and allow compressor to fully build up pressure.
4. Set output pressure relief valve to desired pressure and connect servicing tool to air hose.
5. Pull up on load button on control panel and allow unit to run for three to five minutes to fully unload.
6. Shut down unit.
7. Ensure hose is fully retracted prior to towing unit.
8. Ensure that all cables/hoses are disconnected and stowed prior to removal/towing equipment to or from an aircraft.

4.2.5 Operation of H1 Ground Heater, T.O. 35E7-2-11-11

1. Do not operate unit in a fuel vapor area.
2. Perform operational inspection.
3. Start unit observing all safety notes and cautions.
4. Connect all output air hoses needed and route to desired location to be heated.



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5. Start burner by placing the burner control switch to the on position. Allow heater to run for five to ten minutes to get to desired temperature and adjust as necessary.
6. Turn off burner and allow unit to cool until temperature gauge is in the green area.
7. Shut down unit.
8. Stow all hoses prior to moving heater.
9. Ensure that all cables/hoses are disconnected and stowed prior to removal/towing equipment to or from an aircraft.

4.2.6 AA/M32A-60 Turbine Generator, T.O. 35C3-3-372-11

1. Perform operational inspection.
2. Start unit observing all safety notes and cautions.
3. Plug electrical cable into correct receptacle and connect bleed air hose if required.
4. To apply power or air to the load, insure the "Ready To Load" light is illuminated. Apply power by placing the A/C contactor switch in the "closed" position. Apply bleed air by placing the bleed air switch in the on position.
5. To remove power place the A/C contactor switch in the "open" position and to shut off bleed air, place the switch in to off position. Replace all cables and bleed air hose on the unit.
6. Shut down unit.
7. Ensure that all cables/hoses are disconnected and stowed prior to removal/towing equipment to or from an aircraft.

4.2.7 Operation of 2MC-1A Air compressor, T.O. 34Y1-56-71

1. Perform operational inspection.
2. Start unit observing all safety notes and cautions.



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3. Engage the compressor clutch and place the compressor "load/unload" switch in the "load" position.
4. Allow the compressor to fully build up pressure and automatically unload.
5. Set output regulator to desired pressure and connect servicing tool to air output hose.
6. Disengage clutch and shut down.
7. Disconnect all tools and stow hose prior to moving unit.
8. Ensure that all cables/hoses are disconnected and stowed prior to removal/towing equipment to or from an aircraft.

4.2.8 General AGE Aircraft Support Training Operations

1. Ensure that vehicle and equipment are FOD free prior to entering any flight line area.
2. Ensure that light sets are towed only with the light platform in the fully lowered position.
3. Ensure the aircraft is approached with the driver's door facing the aircraft.
4. Maximum tow speed within 25 feet of an aircraft is 5 MPH.
5. All support equipment will be placed in a location to avoid interference with all other ground support operations, to include the placement of electrical cables being placed in a manner to avoid a tipping hazard.
6. Use a spotter when within 25 feet or backing towards an aircraft.
7. Ensure parking brakes are set upon equipment delivery to aircraft. Add wheel chocks when applicable.
8. Ensure all cables and hoses are disconnected from the aircraft prior to equipment removal.
9. Ensure that all cables/hoses are disconnected and stowed prior to removal/towing equipment to or from an aircraft.



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4.3 Aircraft/Flight line FOD Awareness

1. Cover all applicable sections from TABI 21-101 Foreign Object Damage (FOD) Prevention Program and the National Aerospace FOD Prevention Pamphlet, Revision E. A FOD-prevention videotape or similar presentation may augment written reference materials.
2. Inspect aircraft parking ramp for foreign objects that may cause damage to aircraft.
3. All vehicles will stop prior to entering the flight line area or passing through ECP (Entry Control Point) to ensure all tire debris is removed. Also ensure debris is removed immediately after driving on non-paved areas.
4. During winter months FOD checks will include removal of snow and ice from vehicles, bumpers and wheel wells.
5. Report missing tools/equipment that are discovered, ensure the crew is notified via Base Operations/Command Post/Tower prior to aircraft start/taxi.
6. If an aircraft is shutdown, inspect aircraft forward of engine intakes for loose panels or fasteners prior to engine start.
7. Ensure all individuals know to remove FOD at all times and hold weekly FOD walks on parking ramps.
8. Avoid wearing loose clothing, hats or other articles that could be drawn into an engine intake or otherwise prevent the normal operation of equipment or systems.
9. Ensure all FOD is removed from all flight line areas either manually or by calling the sweeper on for larger areas.

4.4 Direct Support Aircraft Ramp Servicing Operations

4.4.1 Aircraft Ramp Equipment Operations



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4.4.1.1 Aircraft Forklift Operations (Ref. AMCI 24-101, VII Sect. F)

- **10K Standard /10K AT/13K Forklift**

To become a qualified operator of the forklifts listed above, individuals must complete a minimum of 6 hours familiarization training and 20 hours of operational training (1 hour of familiarization training with 2 hours operational training for refresher) while under the supervision of a qualified trainer. This training will enable operators to verify the operation and safety instructions listed in the technical order for the 10K forklift. (Ref. AFTO 36M2-2-203-1 or appropriate TO). Training points will include, but not be limited to the following:

1. Cover all equipment operational limits and controls for each forklift type.
2. Operational training will include handling actual loads away from aircraft and driving vehicle in similar aircraft support environments.
3. Cover all appropriate directional hand-signals required for movement supporting aircraft operations.
4. Cover emergency operations such as aircraft fire, inadvertent movement, and unusual situations (errant passengers or equipment).
5. Ensure personnel are aware of aircraft ramp attitude changes due to load displacement.
6. Before operating the forklift in the circle of safety, which extends 10 feet from the wing tips, nose and tail of any aircraft, ensure the forklift has been inspected and signed off using the Air Force Form 1800 checklist.
7. Always perform a FOD check on the forklift prior to entering the flight line area.
8. Before entering the circle of safety of any aircraft, ensure that any pallets on fork tines that are equipped



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with rollers are secured against the carriage using one chain on each side of the pallet.

9. Always wait for permission to proceed into the circle of safety of an aircraft from the designated safety person located behind the aircraft.
10. After entering the circle of safety ensure your speed remains below 5 mph.
11. A chock will be placed into position to prevent the forklift from coming into contact with the aircraft. After the chock has been placed spotters will be assigned to direct the forklift into the circle of safety for loading/unloading procedures.
12. Bring the forklift to a stop ten feet before reaching the aircraft ramp or cargo door for preliminary alignment.
13. When directed by the spotter, bring the forklift into position following the spotters hand signals. (Ref. DOD 4500.9R Appendix: AP)
14. Forklifts will maintain approximately five to eight inches of clearance between the fork tines and the aircraft for minor adjustments during on load/off load procedures.
15. After loading or unloading cargo at the aircraft, back the forklift away from the aircraft by following the spotters hand signals.
16. When the forklift is approximately 10-15 feet away from the aircraft ramp or cargo door, the spotter will pass control of hand signals to the designated safety person behind the aircraft, who will in turn guide the forklift out of the circle of safety.



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**4.4.1.2 Aircraft K-Loader Operations (Ref. AMCI 24-101, VII
Sect. F)**

- **25K Aircraft Loader**

To become a qualified operator of the 25K loader, individuals must complete a minimum of 6 hours familiarization training and 20 hours of operational training (1 hour of familiarization training with 2 hours operational training for refresher) while under the supervision of a qualified trainer. This training will enable operators to verify the operation and safety instructions listed in the technical order for the 25K loader. (Ref. AFTO 36M2-3-33-1). Training points will include, but not be limited to the following:

1. Cover all equipment loader operational limits and controls.
2. Operational training will include handling actual loads away from aircraft and driving vehicle in similar aircraft support environments.
3. Cover all appropriate directional hand-signals required for movement supporting aircraft operations.
4. Cover emergency operations such as aircraft fire, inadvertent movement, and unusual situations (errant passengers or equipment).
5. Ensure personnel are aware of aircraft ramp attitude changes due to load displacement.
6. Before operating the 25K Loader in the circle of safety, which extends 10 feet from the wing tips, nose and tail of any aircraft. Ensure the 25K loader has been inspected and signed off using the Air Force Form 1800 checklist.
7. Always perform a FOD check on the 25K loader prior to entering the flight line area.
8. Before entering the circle of safety of any aircraft, ensure that any pallets on the deck of the 25K loader are secured with all available pallet locks. In addition



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- ensure that the first and last pallet on the deck are secured with one chain on each side of the loader and all pallet stops are in the up position.
9. Always wait for permission to proceed into the circle of safety of an aircraft from the designated safety person located behind the aircraft.
 10. After entering the circle of safety ensure your speed remains below 5 mph.
 11. A chock will be placed into position to prevent the 25K loader from coming into contact with the aircraft. After the chocks have been placed spotters will be assigned to direct the 25K loader into the circle of safety for loading/unloading procedures.
 12. Bring the 25K loader to a stop ten feet before reaching the aircraft ramp or cargo door, raise the deck and prepare the 25K loader for preliminary alignment.
 13. When directed by the spotter, bring the 25K loader into position following the spotters hand signals. (Ref. DOD 4500.9R Appendix: AP).
 14. After the 25K loader is in place and securely chocked. Drop the suspension into loading mode before beginning on load/off load procedures.
 15. 25K loaders will maintain approximately five to eight inches of clearance between the rubber stops of the deck and the aircraft for minor adjustments during on load/off load procedures.
 16. After loading or unloading cargo at the aircraft, back the 25K loader away from the aircraft by following the spotters hand signals.
 17. When the 25K loader is approximately 10-15 feet away from the aircraft ramp or cargo door, the spotter will pass control of hand signals to the designated safety person behind the aircraft, who will in turn guide the 25K loader out of the circle of safety.

- **40K Aircraft Loader**



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To become a qualified operator of the 40K loader, individuals must complete a minimum of 6 hours familiarization training and 20 hours of operational training (1 hour of familiarization training with 2 hours operational training for refresher) while under the supervision of a qualified trainer. This training will enable operators to verify the operation and safety instructions listed in the technical order for the 40K loader. (Ref. AFTO 36M2-3-21-61TP-1). Training points will include, but not be limited to the following:

1. Cover all equipment operational limits and controls.
2. Operational training will include handling actual loads away from aircraft and driving vehicle in similar aircraft support environments.
3. Cover all appropriate directional hand-signals required for movement supporting aircraft operations.
4. Cover emergency operations such as aircraft fire, inadvertent movement, and unusual situations (errant passengers or equipment).
5. Ensure personnel are aware of aircraft ramp attitude changes due to load displacement.
6. Before operating the 40K Loader in the circle of safety, which extends 10 feet from the wing tips, nose and tail of any aircraft. Ensure the 40K loader has been inspected and signed off using the Air Force Form 1800 checklist.
7. Always perform a FOD check on the 40K loader prior to entering the flight line area.
8. Before entering the circle of safety of any aircraft, ensure that any pallets on the deck of the 40K loader are secured with all available pallet locks. In addition ensure that the first and last pallet on the deck are secured with one chain on each side of the loader and all pallet stops are in the up position.



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9. Always wait for permission to proceed into the circle of safety of an aircraft from the designated safety person located behind the aircraft.
10. After entering the circle of safety ensure speed remains below 5 mph.
11. A chock will be placed into position to prevent the 40K loader from coming into contact with the aircraft. After the chocks have been placed spotters will be assigned to direct the 40K loader into the circle of safety for loading/unloading procedures.
12. Bring the 40K loader to a stop ten feet before reaching the aircraft ramp or cargo door, raise the deck and prepare the 40K loader for preliminary alignment.
13. When directed by the spotter, bring the 40K loader into position following the spotters hand signals. (Ref. DOD 4500.9R Appendix: AP)
14. 40K loaders will maintain approximately five to eight inches of clearance between the rubber stops of the deck and the aircraft for minor adjustments during on load/off load procedures.
15. After loading or unloading cargo at the aircraft, back the 40K loader away from the aircraft by following the spotters hand signals.
16. When the 40K loader is approximately 10-15 feet away from the aircraft ramp or cargo door, the spotter will pass control of hand signals to the designated safety person behind the aircraft, who will in turn guide the 40K loader out of the circle of safety.

4.4.2 Aircraft Passenger Equipment Operations

1. BRS personnel will review T.O 35A3-22-1-1 Passenger Stairway, covering applicable sections relative to vehicle operation and positioning.
2. Familiarization training provided by a qualified instructor will include a thorough review of the equipment, cautions and warnings



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regarding performance and operational limits around aircraft as well as handling characteristics and specialty control operations.

3. Training will include at least two hours of practical operations of the hydraulic system, a-frame, stabilizers and steps. Training will be provided under the supervision of a qualified instructor.
4. Practical training will also include aircraft approach techniques and emergency operations, including:
 - Only licensed drivers will operate equipment within the circle of safety. A spotter and chock will be used to assist driver in determining safe clearances.
 - Adjustment to the stairs will be made within 10 feet of the aircraft to preclude driving long distances with stair extended.
 - Ensure steps are locked in place in the notched position to avoid uneven steps.
 - Avoid leaving a gap between aircraft and staircase.
 - Extreme care will be used when placing the rubber bumper against the airframe to avoid aircraft damage.
 - Vehicle operator will ensure transmission is placed in the park position, parking brake firmly set, and wheel chocks are in position prior to the operation of any hydraulic systems controls.
 - Ensure the stabilizers are extended in position prior to allowing personnel to ascending the stairs to position safety rails.
 - Utilize spotter when moving vehicle away from aircraft.
 - Vehicle will remain in the local aircraft parking area until aircraft departs.

5.0 General Aviation Safety (BRS Safety and Health Plan, Section H, Airfield Flight Line and Ground Operations)

- All personnel will review the applicable sections of the BRS Safety and Health Plan.
- Review will apply to both initial and refresher training.

5.1 General Hazards

During ground operations, various hazards are encountered due to the nature of the work and the equipment and tools involved. Other factors involve the variety of weather conditions, the different conditions during day and night operations, mission priorities, and the various aircraft systems.



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Personnel who work around aircraft must be alert for hazards from protruding controls, surfaces, antennas, static wicks, pitot tubes, open access hatches and other projections. Fixed-bayonet static discharges on jets and turboprop aircraft are examples of sharp appendages that can cause injury if contacted. Bumping hazards are created by dropped leading and trailing edges, speed brakes, pylons, pods and other devices that extend below the main wing surface and fuselage.

Many tipping hazards are present around the aircraft and on the ramp. Examples are auxiliary power cables, grounding cables, tie-down ropes, chains, fuel hoses, ladders and air conditioning ducts.

The cause of many falls can be attributed to slipping hazards from oil, de-icing fluid, hydraulic fluid, grease spills and weather conditions. Fuel spills can cause, not only a very slippery surface on the ramp, but also a fire hazard.

The potential for serious burns exists around aircraft. Areas to be alert for are exhaust area, pitot tubes, hot brakes, and lights. Also, the exhaust from AGE, such as auxiliary power and air conditioning units, can burn. Immediately after engine shutdown, the exhaust nozzles and reactor areas are extremely hot and personnel can receive moderate to severe burns. Other sources of burns from aircraft are from support electrical equipment.

Jet engine electrical systems can give severe electrical shock. Aircraft electrical systems can be a potential source, which could result in a serious fire if an arc occurs when flammable fuel vapors are present.

Personnel working on or near operating jet aircraft are potentially exposed to the most intense and sustained noise exposures experienced in industry. Possible adverse effects of noise exposure include hearing loss, interference with speech communications and job performance disruption.

Employees are subject to potential injury from environmental temperature extremes. Injuries resulting from cold weather exposures can be serious. Heat exhaustion, sunburns, and strokes are potential concerns in the summer months.

5.2 Human Factors

Human factors may also affect work. Human factors fall into two major categories: mental, such as attitude, emotion, job or domestic pressure, distractions, job knowledge, or hurrying; or physical, such as fatigue, physical strength, and reactions to prescription medications or drugs. These factors can affect workers who, by their commission (what they do) or by their omission (what they fail to do), can contribute to or cause a mishap. Some examples are:

- Ignoring directions from supervisors.
- Improper operation of equipment while angry or distracted.
- Distractions from job while thinking of personal problems.



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- Not following proper procedures or taking shortcuts because of a feeling of being hurried.
- Drowsiness or hyperactivity on the job caused by prescription medications, Alcohol, or illegal drugs.
- Use of equipment although not qualified.

Most hazardous situations can be avoided by simply following procedures, asking for help when needed, and using PPE. Proper training before job accomplishment, appropriate work procedures and supervisory controls, can effectively control potential safety, fire, and health hazards.

5.3 **Fire Prevention**

Fire and explosion are potential hazards associated with aircraft maintenance and servicing operations. The supervisor will ensure all personnel are aware of potentially flammable fuel vapor areas and the restriction against bringing sources of ignition into these areas. Some examples of hazardous fuel areas are fuel pits below ground level, and areas within ten feet of aircraft fuel vent systems and fuel spills.

5.4 **Smoking**

Smoking is prohibited in aircraft maintenance facilities, the flight line areas and maintenance areas except where designated by the installation fire chief in coordination with the functional area manager and/or supervisor.

5.5 **Wearing Apparel**

Hats or caps will not be worn in an engine danger zone, as defined by the specific aircraft TO, while engines are operating. When working around hot exhaust or tail pipes. Personnel should wear heat-resistant gloves and long-sleeve shirts to prevent burns. Hair fasteners (constructed of metal, plastic, or leather materials) and wigs will not be worn when working in and around aircraft. Metallic shoe cleats and taps pose spark generation and foreign object damage (FOD) hazards and will not be worn on the flight line. Except when assisting passengers on arriving and departing aircraft during inclement weather, umbrellas will not be permitted on the operational flight line.

5.6 **Reflective Material**

Light-reflective material and luminescent materials are particularly effective for reducing mishaps caused by poor visibility or darkness. Reflective coatings are available in the primary safety colors so standard signs and markings can be made with these materials. Material will reflect light when wet.



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Personnel exposed to vehicle traffic on the flight line during hours of darkness or periods of reduced visibility will be provided reflective vests or belts. Reflective materials for marking vehicles and ground servicing equipment will be used to the maximum extent possible. Additionally, hazardous obstacles existing on or adjacent to the flight line will be marked with reflective material.

5.7 Lifting Devices

Improper handling and lifting of heavy parts presents a potential for injury and extensive damage to aircraft components. Maintenance personnel will be familiar with the directives and the general safety standards established for the equipment being used. Safe loading capacities will be stenciled on all hoists and will be strictly observed by operating personnel. At no time will personnel work under loads suspended by hoists. Inspections of hoisting equipment shall be done according to established regulations and the manufacturer recommendations. If parts are found to be defective, the equipment will be tagged as defective and taken out of service until repaired.

5.8 Powered Aerospace Ground Equipment (AGE)

Operators will be thoroughly familiar with the TO operating instructions for the equipment involved and know emergency shut-down and other precautionary measures, including the use of fire extinguishers. They will review maintenance records and inspect the equipment for leaks, damage, or malfunction before operation.

5.9 Parking Aircraft

Strict adherence to standards will ensure the safety of parked aircraft. Personnel engaged in parking operations will comply with all pertinent guidance.

- **Parking Spaces.** Specific parking locations will be designated for each aircraft. Generally, the distances to be left between parked aircraft will be enough to allow immediate access of emergency vehicles in case of fire and also to permit free movement of equipment and materials.
- **Temporary Parking.** If it is necessary to temporarily park aircraft with any portion extending into an active taxiway, a ground observer (qualified in the task) will be strategically placed to warn oncoming traffic of the hazard and Tower will be notified. During hours of darkness, the ground observer will be equipped with a high-visibility reflective vest and a warning light (red) and in the daytime, a suitable flag. The observer will remain with the aircraft until it is moved to a safe location.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD DIRECT AIRCRAFT SUPPORT**

SOP No. 3D

- **Wheel Chocking.** Wheel chocks will be placed fore and aft of the main landing gear or as specified in applicable aircraft technical reference.
- **Clean Parking Areas.** During periods when maintenance equipment, work stands, loose parts and material are not actually required for work in progress or planned, they will be removed from the aircraft parking area to designated storage locations.
- **Equipment.** Equipment remaining outside buildings will be adequately secured with tie-downs and/or chocks or an integral brake system to prevent movement by winds or engine blasts. When not being transported, mobile work platforms and stands will be secured to prevent collision with aircraft, vehicles, or other equipment. The appropriate manager in coordination with the safety manager will approve designated flight line support equipment storage areas.
- **Guide Lines.** Adequate guidelines will be painted on ramp and taxiway parking areas to aid in safe movement of aircraft and vehicle traffic. Guide Lines will be sufficient to provide proper wing tip clearance for the largest wing span aircraft to frequent the base. Parking guidelines should have spots painted where nose or forward wheel of the aircraft will be positioned.
- **Mooring or Tie-Down of Aircraft.** This will be accomplished according to applicable aircraft T.O. When ropes are used, they will be tied to designated mooring fittings on aircraft. Normally, square knots or bowline knots will be used to prevent slippage and to provide secure fastening. Just enough slack should be allowed to prevent excessive stress on the wings, fittings, and rope due to tire or strut expansion or deflation and to prevent contraction of the tie-down ropes due to moisture or wetness. The mooring points on the ground should be as close as possible to being directly under the respective mooring points on the aircraft.
- **Adverse Weather Conditions**

The base Command Post/Base Operations is responsible for making notification to pre-determined support agencies of adverse weather conditions. Adverse weather conditions include: strong surface winds, heavy rain, freezing precipitation and thunderstorms.

When lightning is detected or observed within the immediate vicinity (5 NM) of any activity or operation, do not go out of doors or remain out unless it is absolutely necessary. Seek shelter in dwellings with lightning protection, if available. All aircraft support operations shall cease.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD DIRECT AIRCRAFT SUPPORT**

SOP No. 3D

6.0 Flight Line Vehicle Operations

The standards and directives to follow have been established for the control of all motor vehicles on the flight line. Persons assigned to the flight line or to activities related to the flight line will be knowledgeable of and comply with these requirements. Responsible supervisors will evaluate their personnel at frequent intervals to ensure they are in full compliance with established guidelines. Attention and strict adherence to these precautions will prevent accidental damage to aircraft and injury to personnel.

6.1 Flight Line Driving

The operator will possess a valid driver's license and an AF Form 483, Certificate of Competency, endorsed for flight line driving.

6.1.1 Entering or Leaving the Flight Line Driving Area

All vehicles, except emergency and alert vehicles responding to an alert or emergency will stop prior to entering the flight line regardless of where they enter.

Traffic lanes on the aircraft-parking ramp are normally the areas to the right of the aircraft.

Controlled movement areas include the runway, overruns and all areas up to 200 feet from the edge of the runway (hold lines). Hold lines are marked with two yellow lines, one solid and one dashed. Dashed lines are on the runway side.

All traffic flow on the aircraft-parking ramp shall be parallel to the noses of the parked aircraft with the driver's side toward the aircraft. Vehicles will not be driven diagonally across the parking ramp, but at 90-degree angles to the driving lanes.

6.1.2 Speed Limits

No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road and weather conditions. Emergency vehicles will not automatically assume the right of way.

The following speed limits are for general-purpose vehicles: **NOTE:** Vehicles responding to exercises and precautionary landings are not authorized to exceed these limits.

- Vehicle Parking Areas. **5 miles per hour (8 KPH).**
- Aircraft Parking Ramp. **15 miles per hour maximum (25 KPH).**
NOTE: The speed limit is 5 miles per hour (8 KPH) within 25 feet of an aircraft.
- Flight Line Access or Bypass Road. **15 miles per hour (25 KPH).**



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD DIRECT AIRCRAFT SUPPORT**

SOP No. 3D

- Taxiways and Inactive Runway. **15 miles per hour (25 KPH).**

6.1.3 Vehicle Parking

Vehicles will not be backed or parked in the immediate vicinity (25 feet to front, 200 feet to rear) of any aircraft, except as authorized for operations such as loading or unloading, servicing, or towing. A spotter will be posted when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft. Unless required for a specific operation, vehicles will be parked with the drivers-side door facing the aircraft.

The brakes on all parked vehicles will be set.

All unattended vehicles will be parked so they will not interfere with the aircraft being towed or taxied. Ignition will be turned off, keys will be left in the ignition, and the gear lever will be put in reverse gear for vehicles with manual transmission and in the 'park' position for vehicles with automatic transmissions.

When aircraft engines are operating or being started, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft. Vehicles parked at the side of the aircraft will be located clear of the wingtips, clearly visible to personnel in the aircraft cockpit.

6.1.4 Passengers in Vehicles

Personnel will not ride on any part of a vehicle not intended for carrying passengers nor will they ride in or upon trailers.

Passengers will remain seated while the vehicle is in motion and will keep their arms and legs within the vehicle body.

Passengers will use available seat belts at all times while the vehicle is in motion.

Side doors on passenger vans will be closed when the vehicle is in motion.

6.1.5 Restricted Visibility or Night Operations

Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft-parking ramp. This does not apply if vehicles are parked in a designated area.

When visibility is less than 300 feet, refueling vehicles will not be operated unless directed by the installation commander.

When visibility is less than 100 feet, vehicles (except emergency and alert vehicles) will not be operated on the flight line. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD DIRECT AIRCRAFT SUPPORT**

SOP No. 3D

When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.

Vehicle operators will exercise caution to ensure headlights do not point toward taxiing aircraft.

6.1.6 Control Tower Signs

All authorized vehicle operators will know and comply with the following signals:

Steady Green Light: "Clear to cross."

Steady Red Light: "STOP! Vehicle will not be moved."

Flashing Red Light: "Clear active runway."

Flashing White Light: "Return to starting point."

Red and Green Light: "General warning. Exercise extreme caution."

6.1.7 Taxiing Aircraft

Except for "Follow Me" vehicles, vehicles will not be parked in front of or driven into the path of taxiing aircraft. Vehicles will not be driven between a taxiing aircraft and its Follow Me guide.

Headlights of a stopped vehicle shining towards a moving aircraft at night will be turned off immediately so the pilot's night vision will not be affected. The vehicle parking lights or emergency flashers will be turned on so its position will be known. The headlights of the vehicle will remain off until the aircraft is out of range. Headlights will be turned ON prior to putting the vehicle in motion. NOTE: Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set, and emergency flashers on.

All vehicle drivers, who are operating vehicles on the taxiways and parking ramps, will give way to taxiing aircraft. Vehicles will exit the taxiways by the shortest route. Only as a last result will the vehicle be driven off prepared surfaces to ensure adequate clearances for the aircraft.

When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft.

6.1.8 Operation of Hi-Lift Trucks Around Aircraft

The operation of high-lift trucks around aircraft differs little from forklift work in the same area. Operators will never drive faster than 10 miles per hour on ramps and 5 miles per hour near aircraft. Only licensed drivers will operate hi-Lift trucks.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD DIRECT AIRCRAFT SUPPORT**

SOP No. 3D

Drivers will use extreme caution when they operate Hi-Lift trucks in the immediate vicinity of aircraft. Guides will be used to assist the hi-lift operator when it is necessary to back the vehicle. The driver and guide will be able to communicate at all times.

Before the hydraulic system of the cargo bed is operated, the driver will bring the truck to a complete stop. To ensure adequate clearance, the truck will be moved at least 5 feet from the aircraft before the bed is raised or lowered.

6.1.9 Operation of K-loaders and Roller-Equipped Trailers Around Aircraft

Guides will be used to assist the operator at all times when the aircraft is approached in order to load or off-load cargo. Before operating the hydraulic system of the cargo deck, the operator will bring the loader to a complete stop, set the brakes and place the cab transmission selector in neutral. To ensure adequate clearance, the loader will be stopped or moved to at least 5 feet from the aircraft for preliminary deck alignment by means of the hydraulic system. The operator will also maintain a 5- to 8- inch clearance between the rubber bumpers and the aircraft for further deck adjustments during on- or off-loading.



Brown & Root Services

AIRFIELD MANAGEMENT BASE OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD MANAGEMENT BASE OPERATIONS**

SOP No. 3E

1.0 Purpose

Establish procedures for performing Airfield Management – Base Operations Service functions.

2.0 Scope

Provide Airfield Management – Base Operations in support of the LOGCAP 3 Support Contract.

3.0 Procedures

- 3.1 Open and close the airfield daily.
- 3.2 Maintain Daily Record of Facility Operations throughout the shift.
- 3.3 Determine Runway Surface Condition (RSC), Runway Condition Reading (RCR), and Bird Watch Condition (BWC) and disseminate information via appropriate NOTAMs or Airfield Advisories.
 - 3.3.1 Coordinate with Brown and Root Services (BRS) Snow Removal Operations to clear pavements of snow and ice according to established Snow Control Plan.
 - 3.3.2 Respond to bird/animal activity on the airfield and take appropriate dispersal/removal action.
- 3.4 Perform an Airfield Inspection prior to the start of daily flying operations to identify potential hazards, make corrections, or initiate corrective actions.
 - 3.4.1 Inspect condition of runways, overruns, taxiways and parking aprons, to include pavements, joint seal, and for the presence of Foreign Objects (FO) that may present a Foreign Object Damage (FOD) hazard to aircraft.
 - 3.4.2 Inspect lighting, marking, and signs for discrepancies, to include wind cones.
 - 3.4.3 Inspect grass height, drainage, and landscaping.
 - 3.4.4 Inspect construction areas to ensure they do not present a hazard to aircraft operations.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD MANAGEMENT BASE OPERATIONS**

SOP No. 3E

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- 3.5 Make corrections on the spot, or initiate and monitor BRS in-house corrective actions that can be made within the scope of BRS maintenance and repair activities. BRS Maintenance should inform the COTR of corrections that are beyond the scope of BRS maintenance and repair activities. Identify any new violation to airfield clearance, and/or unsafe conditions that cannot be immediately corrected, to the Airfield Operations Manager, and COTR.
 - 3.6 Perform Airfield Checks as required throughout the day to examine the primary takeoff, landing, and taxi surfaces:
 - 3.6.1 For RSC and RCR determination.
 - 3.6.2 Support of FOD/BASH/habitat control activities.
 - 3.6.3 Airfield lighting checks.
 - 3.6.4 After wide-body aircraft operations.
 - 3.6.5 In-flight/Ground emergencies.
 - 3.6.6 After other events, such as unauthorized aircraft landings, severe weather, Flightline driving violations, natural disaster, or construction activities.
 - 3.7 Establish and operate Flightline Driving Program to include training, certification, suspension, and reinstatement action.
 - 3.8 Coordinate airfield maintenance activity, to include daily FOD sweeping and airfield lighting maintenance, to insure minimal impact on scheduled flying operations.
 - 3.9 Coordinate with the Safety Officer, Security representative, Transient Alert, and other agencies as appropriate to establish aircraft taxi routes and parking plan.
 - 3.10 Participate in Airfield Operations Board, ATCALs Board, Safety, Security, FOD, Snow Control, Bird Hazard Working Group, and other meetings as requested.
 - 3.11 Requisition and account for equipment, supplies and other resources required for efficient use of Airfield Management activities.
 - 3.12 Annually review airfield waiver with Safety, BRS Maintenance, Airfield Operations Manager, Air Traffic Control Representative, and Security.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD MANAGEMENT BASE OPERATIONS**

SOP No. 3E

- 3.13 Operate crash alarm notification circuits (Primary Crash Alarm System and Secondary Crash Net) in response to in-flight emergencies, ground accidents or incidents, and contingency or exercise requirements.
- 3.14 Establish training requirement program for both Expats and HCNs. Maintain and use Quick Reaction Checklists (QRC) for Airfield management – Base Operations functions.

4.0 Flight Planning Guidance and Services

- 4.1 Order, receive, and distribute aeronautical charts and Flight Information Publications (FLIP). Maintain DOD Aeronautical Chart Updating Manual (CHUM), International Civil Aviation Organization (ICAO) publications, Aeronautical Information Manual (AIM), copies of pertinent FAA directives, FLIP, DOD Foreign Clearance Guide, and other applicable flying directives.
- 4.2 Issues, revises, and cancels Terminal Enroute Radar Procedures (TERP) changes.
- 4.3 Issue, coordinate, and post NOTAMs.
- 4.4 Maintain Government provided flight-planning area.
 - 4.4.1 Stock Government provided forms to include, DD Form 1801, “DoD International Flight Plan” or local flight planning form, AF Form 651, “Hazardous Air Traffic Report (HATR)”, AF Form 457, “USAF Hazard Report”, AF Form 3546, “AFFSA Comment Card”, and local Customer Feedback Form, as required.
 - 4.4.2 Post and update airfield diagrams, traffic pattern diagram/Standard Instrument Departures (SID).
 - 4.4.3 Post and update aeronautical charts showing local hazards, obstructions, airways and BASH areas.
 - 4.4.4 Post and update FLIP.
 - 4.4.5 Post and update Airfield Status Displays in Flight Service Section to include, active runway, BWC, RSC, and RCR.
 - 4.4.6 Provide Coordinated Universal Time (UTC).



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD MANAGEMENT BASE OPERATIONS**

SOP No. 3E

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- 4.5 Brief aircrews on local field conditions, airfield hazards, active runway status, taxi routes, and barriers in service. Advise aircrews of flight planning procedures applicable to the local area and brief departure routes.
Disseminate
aircrew messages to other needed agencies.
- 4.6 When informed, coordinate aircraft arrival and departures earlier or later than the published transient airfield hours with the Base Commander, Deputy Base Commander, Command Post, Tower Supervisor, and BRS Transient Alert Services.

5.0 Flight Service Coordination

- 5.1 Receive proposed flight plans from pilots and review flight Plans for accuracy and completeness. Transcribe and format for transmission to Federal Aviation (FAA), Department of Defense (DOD), United States Air Force (USAF), or International Civil Aviation Organization (ICAO) facilities via Aeronautical Fixed Telecommunications Network (AFTN) Systems.
- 5.2 For arriving aircraft, coordinate with base agencies regarding transient aircrew needs, requirements for aircraft needing special handling, such as air evacuation and hazardous cargo flights. Initiates overdue aircraft actions, as required.
- 5.3 When an aircraft departs, provide a departure message to FAA facilities and/or destination bases/airports. Coordinate inbound and outbound flight notices with appropriate air traffic control agencies. Maintain data on aircraft movement.
- 5.4 Upon notification of any hazardous weather conditions from the Operational Weather Squadron (OWS), disseminate information to flying units, tower, Transient Alert, and Command Post.
- 5.5 Coordinate and process Prior Permission Required (PPR).



Brown & Root Services

AIRFIELD PASSENGER SERVICE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 ~~Purpose~~

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD PASSENGER SERVICES**

SOP No. 3F

To provide Passenger Service supports for personnel in the Area of Operations or transiting in or out of the Area of Operations (AO).

2.0 Scope

Brown and Root Services (BRS) will provide management and oversight of the Airfield Passenger Service operation in support of the LOGCAP 3 Support Contract.

3.0 Responsibilities

Provide passenger services for personnel traveling on DOD-owned or controlled aircraft. Provide advanced passenger travel planning functions.

4.0 Procedures

- 4.1 BRS Passenger Service requests a manifest from AMC Central Passenger Reservation Center (Scott AFB, IL).
- 4.2 Confirmed passengers arrive at the terminal no later than the scheduled show time.
- 4.3 BRS Passenger Services prepares a final manifest, gives required briefings, and transports passengers and baggage to the aircraft.
- 4.4 BRS Passenger Services provide copies of the manifest to the aircraft commander or designated representative.
- 4.5 Space Required, Duty Standby, Space Available Passengers on U.S. TRANSCOM/AMC Aircraft
 - 4.5.1 Additional personnel traveling on official orders, must register with BRS Passenger Services with official orders for space required or Duty Stand by Travel.
 - 4.5.2 BRS registers eligible passengers using Remote Global Air Transportation Execution System (RGATES) according to date, time, and category travel.



Brown & Root Services

AIRFIELD RAMP SERVICES STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD RAMP SERVICE**

SOP No. 3G

To establish guidelines and procedures for performing Ramp Service functions in support of personnel in the Area of Operations or transiting in or out of the Area of Operations (AO).

2.0 Scope

Brown and Root Services (BRS) will provide management and oversight of Ramp Services, within the LOGCAP 3 Support Contract.

3.0 Responsibilities

3.1 Perform daily check of all vehicles that are scheduled for use that day.

3.2 Vehicle training shall be accomplished for all personnel operating vehicles and equipment, both initial and recurring training.

3.3 The load team chief will ensure that all load team members comply with safety directives.

- Assigns a qualified employee for any signature service cargo and/or registered mail

3.4 Load Team Members

- Load team members are responsible for MHE operation, applies proper restraint to cargo and rolling stock, and assists passenger service in the off-loading and on-loading of baggage.
- Load team members shall download the aircraft with MHE loaders and forklifts.

3.5 Safety

- Use spotters at all times when operating vehicle(s)/MHE in close vicinity to an aircraft.
- Chocks and a spotter shall be used any time a vehicle is pulled up to an aircraft for on-load or off-load.
- During all operations, safety shoes and gloves must be worn.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD RAMP SERVICE**

SOP No. 3G

- In environments of high noise (i.e. Engine Running On/Off-load {ERO}) hearing protection shall be worn.
- During ERO procedures, goggles shall be worn unless operations occur on a hard, flat ramp surface.

4.0 Procedures

4.1 Off-load Operations

- The designated Crew Chief will receive all applicable manifests from the aircraft representative and turn them over to the ATOC for processing.
- An authorized individual shall sign for any cargo requiring signature service.

4.2 On-load Operations

- The designated ATOC representative will brief the aircraft commander and or their representative on the nature of the load, setup of the load, and any hazardous cargo within the load.
- The designated Crew Chief will ensure that any on-load cargo requiring signature service is signed for and the signed manifest is returned to the ATOC.
- The aircraft commander or their representative will then inform the load team chief and load team when to proceed.

4.2 Station Scales/Equipment

- The Ramp Section is responsible for ensuring that scales are within calibration to United States Air Force standards.
- The section also manages station equipment to include pallets, nets, straps, chains, devices, scales and Material Handling Equipment (MHE).



Brown & Root Services

AIRFIELD TRAFFIC MANAGEMENT OFFICE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD TRAFFIC MANAGEMENT OFFICE**

SOP No. 3H

1.0 Purpose

This Standard Operating Procedure (SOP) is designed to establish operating procedures for the Traffic Management Office (TMO).

2.0 Scope

Brown and Root Services (BRS) will provide management and oversight over all areas that deal with passenger manifesting or the movement of inbound and outbound air cargo within the LOGCAP 3 Support Contract.

3.0 Responsibilities

This SOP lists the responsibilities of the Traffic Management Office and describes procedures for daily operation and reporting.

4.0 Procedures

4.1 Passenger

Manifest personnel eligible for pre-manifesting on U.S. TRANSCOM/U.S. Air Force Air Mobility Command (AMC) aircraft traveling in a Duty/Space Required Status, with a valid Accounting Fund Cite.

4.2 Cargo

- Verify TCN's against air manifest or invoices and note any turn property over to supply or appropriate units.
- Receive and sign customs forms and deliver to the BMCT for further disposition.
- Maintain copies of all inbound and outbound shipments.
- Report Discrepancies using appropriate forms.
- Handle sensitive shipment in an appropriate manner & distribute sensitive material to supply or appropriate units.
- Control of sensitive material is the responsibility of expatriate.



Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD TRAFFIC MANAGEMENT OFFICE

SOP No. 3H

- Properly fill out all documentation for shipment, determine mode of shipment, and level of protection needed.
- Properly package and label all sensitive shipments to include determining mode, level of protection, cushioning, blocking and bracing requirements.
- Properly mark all shipments.
- Properly label all shipments.
- Properly package all hazardous shipments.
- Operate and maintain a reusable container program.
- Perform tracing's on shipments as requested.
- Provide shipment of personal effects for deceased military members.



Brown & Root Services

AIRFIELD TRANSIENT ALERT/DIRECT AIRCRAFT SERVICES STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD TRANSIENT ALERT**

SOP No. 3I

1.0 Purpose

To establish procedures for performing Transient Alert (TA)/Direct Support (DS) Services for all fixed and rotary wing aircraft at or transiting Brown and Root Services (BRS)-supported airfields. BRS will follow appropriate DOD, Air Force and Army publications as they apply to specific equipment or aircraft handling procedures. References to aircraft specific procedures will be further referenced in their technical documents listed at the end of this SOP. This SOP contains the procedures requiring approval per Chapter 8, Ground Operations, DLAM 8210.1, as prescribed by DFAR clause 252.228-7001, GROUND AND FLIGHT RISK (SEP 1996).

2.0 Scope

- 2.1 Provide aircraft marshaling, parking, and direct aircraft support services, to include fuel, aircraft loading and Aerospace Ground Equipment (AGE) coordination, from 0700 – 1900 hours daily, with 30-minute, on-call service as requested.
- 2.2 Services are provided using a combined workforce of Expat and Host Country National (HCN) personnel and government provided facilities, vehicles, equipment and material.

3.0 Responsibilities

- 3.1 At the start of a shift, BRS TA personnel:
 - Review daily flying schedule and confirm anticipated aircraft arrival times, loads, and service requirements.
 - Inspect vehicles and perform operational checks as required on TA equipment.
 - Verify location and accessibility of fire bottles located at each designated aircraft parking spot.
 - Inspect aircraft parking ramp for foreign objects that may cause damage to aircraft.
- 3.1.1 **FOD Prevention Procedures**, AFI 13-213 Airfield Management and TABI 21-101 Foreign Object Damage Prevention Program



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD TRANSIENT ALERT**

SOP No. 3I

- All vehicles will stop prior to entering the ECP (Entry Control Point) to ensure all tire debris is removed.
 - Inspect aircraft parking ramp for foreign object debris (FOD) that may cause damage to aircraft each morning, and prior to aircraft arrivals. Hold weekly FOD walks on Ramp and parking areas.
 - During winter months, FOD checks will include removal of snow and ice from vehicle tops, bumpers and wheel wells.
 - All flight line personnel will account for all equipment brought to the flight line prior to engine start. If any item is missing, notify pilot immediately and delay engine start until a search is conducted. Check in and around all engine intakes.
 - If a missing tool/equipment is discovered after aircraft engine start or taxi, notify Command Post/Tower to relay the information to the aircraft prior to departure.
 - Do not wear loose clothing, hats or other articles that could be drawn into an engine intake or otherwise prevent the normal operation of equipment or systems.
- 3.2 Prior to aircraft arrival on the ramp, BRS personnel coordinate a designated aircraft parking location with the Command Post or Tower as appropriate.
- 3.2.1 **Specific Procedures for Marshalling Aircraft**, AFI 21-101 Maintenance Management of Aircraft, AFI 11-218 Aircraft Operation & Movement on the Ground
- BRS will provide "Follow Me" vehicles equipped with signs, easily visible at night, reading, "Stop" and "Follow Me" to guide aircraft to the designated parking location.
 - BRS will utilize wing walkers when an aircraft is taxied within 25 feet of any obstruction, and no closer than 10 feet with wing walker.
 - Radio contact will be maintained with control tower throughout taxi operation.
 - Taxi speeds will be reasonable with aircraft and marshaling personnel discretion.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD TRANSIENT ALERT**

SOP No. 3I

- Personnel and vehicular traffic will remain 200 feet off the rear of the aircraft with engines running, unless accomplishing an ERO.
- Marshalers will wear a fluorescent international orange vest for recognition and use international marshaling signals (NATO, ICAO, and FAA) per AFI 11-218 Aircraft Operation & Movement on the Ground.
- For aircraft signaling, use high-visibility gloves/paddles during daylight hours and self-illuminating wands during night/reduced visibility hours.
- The marshaler will call the support sections forward after the aircraft is chocked and has received aircrew clearance, unless accomplishing Engine Running Off-loads (ERO's).

3.3 After the aircraft is fully stopped, BRS personnel:

- Place aircraft wheel chocks as required.
- Verify an accessible fire bottle is located on the aircraft parking ramps or towed into position upon aircraft block, as required.
- Coordinate AGE placement and connect as required.
- Confirm required ground services with aircrew and coordinate delivery.

3.4 If fuel is required, or during ERO's, BRS qualified personnel remain at the aircraft as safety observer.

3.4.1 **Specific Procedures for Fueling and De-fueling aircraft**, T.O. 0-25-172 Ground Servicing of Aircraft and Static Grounding/Bonding, F.M. 1067-1 Concepts and Equipment of Petroleum Operations

3.4.1.1 Fueling

- BRS uses only DOD-approved JP-8 fuels and dispensing equipment. The HEMTT tanker will be operated using TM 9-2320-279-10. JA1 will be used as required.
- HEMMT Fuel Tankers will be re-circulated and a sample from each tanker will be Aqua-Glow tested daily (minimum of two tankers/day).
- Proper PPE will be worn during fueling operations to include long sleeve shirts or coveralls, fuel-resistant gloves, reflective vests and safety glasses. NO SMOKING will occur within 50-feet of fuel vehicle storage or during



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fueling operations. No fueling operations will occur when lightning is reported within five miles as notified by Command Post.

- No fueling operations will occur within 100 feet of operating radar.
- All fueling vehicles will be grounded before any fueling operation or while parked for long periods in designated areas.
- All non-essential personal will remain outside the aircraft circle of safety during fueling.
- Tankers will back toward aircraft using a spotter and will be chocked when in position. Fire extinguishers are positioned before fueling operations begin.
- The senior on site re-fueler directs operations within the circle of safety.
- After refueling equipment is in place and properly grounded, fuel control panels are opened and prepared for connection.
- Fueling nozzles will be bonded to the aircraft and will be manned during the entire fueling process.
- When all connections have been made and all safety devices are placed, fueling begins. All personnel will be alert for leaking connections, fittings and hoses.
- On closed-circuit refueling, fuel shut off floats will be checked by fueling personnel.
- On over-the-wing or open-port fueling, the fueling personnel will take special care monitoring the aircraft fuel level avoiding overfilling.

3.4.1.2 De-fueling

- Aircrews will provide requested de-fueling amounts and pressures before operations begin.
- During aircraft de-fueling, the fire department serves as an on-site safety observer.



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SOP No. 3I

- Upon completion of fueling or de-fueling, personnel will ensure that all appropriate fuel accountability and billing documents are prepared and signed by flight crews.
- 3.4.2 If aircrew transportation or in-flight meals are required, BRS TA personnel coordinate with BRS Passenger or Food Services.
- 3.4.3 For any aircraft remaining overnight. BRS personnel will coordinate with AGE to position a light cart with sufficient fuel and a fire bottle at the nose of the aircraft.
- 3.4.4 If aircraft towing is required, towing operations are conducted by BRS personnel qualified in towing procedures and the aircraft tow tractor in use.
- 3.4.4.1 Specific Procedures for Towing Aircraft, AFI 21-101 Maintenance and Management of Aircraft, AFOSH 91-100 Air Force Occupational Safety and Health Standard**
- BRS will utilize qualified personnel when towing of aircraft is to be performed.
 - Identify your Towing team (supervisor, nose, wing and tail walker, tow vehicle operator) and provide safety brief clearly defining duties and responsibilities of each team member. An operational towing brief will include aircraft-specific towing procedures identified in the aircraft Technical Order.
 - Aircraft will not be towed with engines operating.
 - Position the team to ensure surveillance of towing procedures and performance of all team members is viewable at all times.
 - Tow Team Supervisor will:
 1. Verify the qualification of the team members.
 2. Be the only member authorized to give the "all clear to move" order.
 3. Use applicable checklists and aircraft technical documents pertaining to the safe movement of specific aircraft.
 4. Ensure the tow vehicle and tow bar is serviceable per the appropriate Technical Order.



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5. Ensure steerable landing gear set in tow position before aircraft movement.
 6. Maintain a safe distance for all personal in the area of tow and not allow anyone to enter/exit the aircraft while in motion.
 7. Observe towing speeds as posted in applicable Technical Order and local flight line instruction (TABI 13-213, Flightline Driving).
- Tow Vehicle Operator will:
 1. Be qualified on the towing vehicle being utilized.
 2. Position tow vehicle to where driver faces the direction of travel while seated.
 3. Obey emergency stop instruction given by any team members.
 4. Stop the vehicle upon losing sight of or communication with tow supervisor.
 - Wing Nose, and Tail Walker (when required) will:
 1. Station themselves off wingtip to ensure adequate clearance of any obstruction.
 2. Signal the supervisor at first sign of any obstruction or hazard.
- 3.4.5 If aircraft de-icing is required, a minimum of two qualified personnel is required.
- Prior to the winter season, BRS Expat personnel qualified in de-icing prepare a minimum of two Government provided TM-1800 de-icing trucks by filling trucks with glycol per Technical Order 36E17-6-21 Landoll Deicer Maintenance Manual.
 - During predicted freezing temperatures, de-icing vehicles will be stored either inside an enclosed/heated structure or the vehicle auxiliary fluid heaters will be functioning.

3.4.5.1 Specific Procedures for Anti-Icing, De-Icing, and Defrosting

of Parked Aircraft, T.O. 42C-1-2 Anti-Icing, De-Icing, and Defrosting of Parked Aircraft.

At a minimum, BRS shall utilize the following procedures:



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- Ensure only Air Force approved anti-icing compounds and applicable equipment are used.
- All non-essential personnel will vacate the area around the aircraft.
- Deicing solution will vary to temperature and aircrew discretion.

Areas requiring deicing:

- Flight control surfaces (wings, tail, and control surfaces)
- Sensors (pitot tubes, static ports)
- Air conditioning inlets/exits
- Directional detector probes
- Landing gear/wheel well area
- Fuel tank vent
- Fuselage just forward of rear or tail mounted engines
- Engine inlets
- Radome and area forward of flight deck windshield
- Emergency doors and exits
- APU Inlets

Areas that should not be deiced:

- Landing gear brakes
- Wheels
- Exhausts
- Engine/APU cores
- Thrust reversers
- Orifices (interior surfaces) or sensors
- Aircraft flight deck windows, cabin windows, or canopies

Procedures to follow when removing frost, ice, and snow from surfaces:

Divide aircraft into four work areas:

- Forward left fuselage and left wing
- Forward right fuselage and right wing
- Aft left fuselage and stabilizer
- Aft right fuselage and stabilizer
- Wings: Start at the leading edge, sweeping in the aft and inboard direction
- Fuselage: Start along the top centerline working downward toward to wing



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- Stabilizer: Start at the top and work downward to the horizontal stabilizer root
- Radome/Nose, Engine/Auxiliary Power Unit (APU) and Landing Gear: Deicing shall be performed as specified by crewmembers.
- Apply heated fluid close to surface of aircraft skin to minimize heat loss
- Focus stream of hot liquid to one area until aircraft surface is exposed
- Sweat the area until the heat is transmitted in lateral direction to raise the surface temperature above freezing point
- Remove large amount of snow from tail stabilizer before removing snow from wing and fuselage
- Aircraft with T-tails: the horizontal stabilizer upper surface and leading edge shall be the last surface to be anti-iced

Dilution of Fluids

- Premix solution of glycol shall be heated and diluted with water. Mixture strength is based on Outside Air Temperature or aircraft skin temperature (which ever is lower).
- BRS will maintain the standard pre-mixture of 50/50 for most conditions.
- BRS will maintain pre-mixture of 60/40 for extreme cold weather (below 0 degrees F) or at crew discretion.
- Each tank of premixed fluid will be heated, re-circulated and mixed a minimum of every three days not to exceed four days with a minimum cycle time of 40 minutes.
- Each premixed tank of deicing fluid shall be tested weekly and results are maintained and documented in the appropriate vehicle logbook.

3.4.6 Prior to aircraft departure, BRS personnel ensure aircraft wheel chocks are removed, AGE is disconnected, receptacle doors are closed, and fire bottles and vehicles are removed from the direct vicinity of the aircraft.

3.4.7 After a final check for FOD, equipment accountability, obstructions and the aircraft commander's signal, the aircraft is cleared to marshal to the taxiway.

4.0 Aircraft Direct Support

- In addition to Transient Alert and Aviation Fueling, BRS aircraft operations come in close contact with aircraft. Procedures below apply to, Passenger, Ramp,



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Aerospace Ground Equipment (AGE), and Air Terminal Operation Center (ATOC) Services.

- Following procedures apply to all BRS ATS sections and are outlined within AFI 13-213, Chapter 4 Flight Line Driving, AFOSH 91-100 Aircraft Flightline Ground Operations and Activities and AFOSH Standard 91-46, DOD 4145.19-R-1, Storage and Materials Handling, AFMAN 91-201 and include, but are not limited to the following:
 1. All personnel will be flight line driving qualified and hold valid AF Form 483 licenses.
 2. BRS will limit their exposure to heat, exhaust fumes and the turbulence created by running aircraft engines to the maximum extent.
 3. BRS personnel entering the aircraft circle of safety will have hearing protection installed if performing ERO's or when high noise levels are present such as during operating APU's or powered AGE equipment.
 4. BRS personnel will be aware of hazards such as potential lightning and thunderstorms, high winds, severe heat or cold condition, heavy snow accumulation and hail. Command Post will notify BRS personnel on radio Channel 5 of impending severe weather so that operations (including fueling) are postponed.
 5. Be aware around the aircraft and on the ramp of the many auxiliary power cables, grounding cables, tie-down ropes, chains on cargo, and aircraft floor roller could cause a person to trip and fall.
 6. BRS personnel will be aware slipping of hazards from oil, deicing fluid, hydraulic fluid, grease, and fuel.
 7. BRS personnel will alert themselves to potential hazard of protruding control surfaces, antennas, exhaust nozzle or porthole, and other sharp appendages that can cause injury if contacted.
 8. BRS personnel will not wear headgear on flight lines.
 9. All personal jewelry will be removed because the wearing of watches, bracelets, necklaces and other item that could catch, snag, pull, and tear at the flesh or fingers.

4.1 Additional procedures for restricted visibility or night operations

- Flashing lights or parking lights will be used at night when vehicles are temporarily parked on the flight line.
- When visibility is less than 300 feet, fueling and explosive handling will not be performed without direction from the Air Base Commander or his designated representative.
- Vehicle operators will exercise caution to ensure headlights do not point toward taxiing aircraft or towing operations.
- Spotter and safety personnel will use self-illuminating wands during night/reduced visibility hours.



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SOP No. 3I

4.2 Ramp Services Operations

- Twenty minutes prior to scheduled aircraft arrival, the Ramp Crew Chief will assemble all BRS personnel that will be performing operations within the circle of safety and provide an operational safety briefing.
- As a minimum, Ramp personnel will consist of a chief, safety, chock, and a spotter at the aircraft to guide equipment in/out of the circle of safety.
- Safety will position themselves about 50 feet behind the aircraft, call forward and control all pedestrian and vehicular movement to/from and behind the aircraft performing ERO operations. Safety will stay in place until the operation is completed and last person leaves the aircraft.
- Vehicles will not be backed or parked in the vicinity (25 feet to front, 200 feet to rear) of aircraft except in the active performance of loading and unloading, servicing or towing.
- Vehicle speed will not exceed 5 mph within 25 feet of aircraft.
- Chock person will utilize a pre-positioned chock to prevent vehicles from making contact with the aircraft.
- Chock person will pull out all locks on the right side of the loader once the k-loader is in position.

4.3 Passenger Service Operations

- Personnel will not ride on any part of a vehicle not intended for carrying passengers nor will they ride in or on trailer or K-loader decks.
- Passenger Service will deliver their passengers no closer than 200 feet behind any aircraft and walk them to the aircraft single file when loading and downloading during ERO operations. Exception will be coordinated for ambulatory patients, distinguished visitors and/or a passenger on crutches or as conditions dictate.
- Passengers will be loaded in groups to prevent passengers standing behind the aircraft in the jet blast waiting to be seated.
- Passengers will use available seat belts at all times prior to and while vehicle is in motion.

4.4 Truck-mounted Staircase Operation (T.O 35A3-22-1-1 Passenger Stairway)

- Only licensed drivers will operate equipment within the circle of safety. A spotter and chock will be used to assist driver in determining safe clearances.
- Adjustment to the stairs will be made within 10 feet of the aircraft to preclude driving long distances with stair extended.
- Ensure steps are locked in place in the notched position to avoid uneven steps.
- Avoid leaving a gap between aircraft and staircase.



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- Extreme care will be used to place the rubber bumper against the airframe to avoid aircraft damage.
- Vehicle operator will ensure transmission is placed in the park position, parking brake firmly set, and wheel chocks are in position prior to the operation of any hydraulic systems controls.
- Ensure the stabilizers are extended in position prior to allowing personnel to ascending the stairs to position safety rails.
- Utilize spotter when moving vehicle away from aircraft.
- Vehicle will remain in the local aircraft parking area until aircraft departs.

4.5 Forklift Operation (AFOSH 91-100, Attachment 2)

- Only licensed drivers will operate equipment near aircraft.
- A spotter and chock will be used to assist driver in determining safe clearances.
- Forklift operating controls will be in neutral and handbrake set prior to uploading or downloading operations begin.
- Forklift will be brought to a complete stop before lifting or lowering a load.
- Straps or chains will secure loads before forklift movement begins.

4.6 K-loader Operation (AFOSH 91-100, Attachment 5)

- Only licensed drivers will operate equipment near aircraft.
- K-loader will be free of FOD, ice and snow.
- Before operating the cargo deck hydraulic system, the operator will bring the loader to a complete stop, set the brake, and place the transmission in neutral.
- Operator will adjust the height of the deck to a similar height of the aircraft deck about 10 feet behind the aircraft.
- Ensure adequate clearance about 5 feet from the aircraft for preliminary deck alignment.
- Operator will maintain 5 to 8 inch clearance between the rubber bumper and the aircraft for minor deck adjustment during loading or off loading operations.
- Chock person will pull out all locks on the right side of the loader once the k-loader is in position.
- Secure load to the deck with pallet locks and chains or straps. With multiple pallets, you must secure the first and last pallet.
- 25K-loader – If conditions necessitate personnel to proceed past the last lock, the deck must be lowered to its lowest position or fall protection must be utilized.



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SOP No. 3I

40K-loader – If conditions necessitate personnel to proceed past the second to last pallet lock, the deck must be lowered to its lowest position or fall protection must be utilized.

4.7 Aerospace Ground Equipment (AGE)

- Driver will observe the 5-mph speed limit when entering the circle of safety when delivering/positioning AGE equipment.
- Driver will approach with the vehicle driver side closest to the aircraft.
- Equipment will be placed no closer than 15 feet from the aircraft, unless an extenuating condition exists.
- Crewmembers or Transient Alert personnel will attach AGE to the aircraft, as required.
- Light carts will not be raised or lowered with wind speeds above 30 knots.
- Ensure light carts lights are fully lowered prior to removing from the area.
- Ensure all cable and harnesses are stowed prior to removing AGE power equipment.
- All AGE equipment will have parking brake set, or if not equipped with brakes, chocked once placed within the circle of safety.
- All applicable AGE Technical Orders in Appendix I will be utilized, as required, when operating AGE equipment.

4.8 Aircraft-Specific Technical Orders

- 1C-21A-2-1 C-21, Aircraft Ground Procedures
- 1C-21A-2-1CL-1 C-21, Aircraft Ground Handling
- 1C-20B-29CL-1 C-20, Aircraft Towing Procedures
- 1C-20B-2-9 C-20, Aircraft Towing and Taxiing
- 1C-12 C-12, Aircraft General Procedures
- 1C-130H-2-09JG-10-1 C-130, Aircraft Ground Handling/Towing
- 1C-17A-2-09JG-10-1 C-17, Aircraft Ground Handling/Towing
- 1C-10(K)A-2-12CL-1 KC-10, Aircraft Refueling/De-fueling
- 1C-10(K)A-2-12 KC-10, Aircraft Servicing
- 1C-135(K)A-2-2JG-1 KC-135, Aircraft Ground Handling, Servicing
- TM 1-1520-237-10 UH-60A, Operators Manual



Brown & Root Services

AIRFIELD FOREIGN OBJECT REMOVAL STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD FOREIGN OBJECT REMOVAL**

SOP No. 3J

Establish procedures for performing 24 hour Airfield Foreign Object Removal Operations by removing foreign objects or accumulation (dirt, mud, small stones, misc. debris, etc.) from designated airfield pavements to prevent Foreign Object Damage (FOD) to aircraft and Aerospace Ground Equipment (AGE) and maintain continuous mission capability.

2.0 Scope

This Standard Operating Procedure (SOP) is applicable to the LOGCAP 3 Support Contract.

3.0 Responsibilities

The Airfield Manager is responsible for managing the Foreign Object Control program, including setting priorities and monitoring Foreign Object Removal activities on the airfield.

4.0 Procedures

4.1 Brown and Root Services (BRS) foreign object removal equipment operators perform daily inspections of all designated airfield pavements and perform sweeping and vacuuming as required throughout the day to maintain surfaces free of foreign objects.

4.1.1 Start inspection and removal each morning, generally not later than 0730 hrs, following the priorities outlined below.

4.1.2 Commence removal upon detection of any foreign objects or accumulation of dirt, mud, or debris and continue operations until clear.

4.1.3 Use vacuum-sweeper equipment on paved surfaces. As necessary, clean out aircraft tie-down and grounding points by hand, and hand shovel/sweep any displaced gravel.

4.1.4 Notify Base Operations if there are any foreign objects or accumulation that cannot be removed prior to the first aircraft movement, and/or of any damage that may hinder the safe movement of aircraft (i.e., damaged pavement or lighting, loose or out-of-place markers, etc.).

4.1.5 Government provided vacuum/sweepers will not be used off the airfield pavements and airfield access roads, unless specifically approved by the Airfield Manager.

5.0 Priorities



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD FOREIGN OBJECT REMOVAL**

SOP No. 3J

- 5.1 Priorities are established by Base Operations/Airfield Manager and will generally follow the priorities outlined below. Priorities are subject to change dependent upon direction of the Airfield Manager to meet operational requirements and accommodate aircraft movements.

Priority 1:

- Primary runway
- Primary “cross-over” taxiways to runway from active parking aprons and taxiways to alert aprons (if designated).
- Primary active aircraft parking aprons.

Priority 2:

- Alternate runway (if designated).
- Remaining runway “cross-over” taxiways and parallel taxiways (if designated).
- Remaining aircraft parking aprons and taxiways.
- Fire-Crash/Rescue equipment lanes and access roads to airfield facilities.

Priority 3:

- Other areas, including inactive aircraft parking “keyholes”, as resources are available.

6.0 Training and Safety

- 6.1 The Heavy Equipment Supervisor insures all equipment operators are trained on equipment and procedures and possess a valid Airfield Operators License issued by Base Operations/Airfield Manager. The Heavy Equipment Supervisor:

6.1.1 Conducts hands-on training using vacuum-sweepers and insures operators are qualified on equipment.

6.1.2 Insures operators know foreign object removal priorities.

6.1.3 Insures the use of airfield radio communication procedures, call signs, and flight line driving procedures.

6.1.4 Insures all equipment or personnel operating on the active runway maintain radio contact with the Control Tower, or be under the constant supervision and visual control of someone who has radio contact with the Control Tower. Minimize unrelated radio traffic and use call signs.



Brown & Root Services

AIRFIELD SNOW AND ICE CONTROL STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD SNOW AND ICE CONTROL**

SOP No. 3K

1.0 Purpose

Establish procedures for 24 hour Airfield Snow and Ice Control services for designated airfield pavements during inclement winter weather.

2.0 Scope

This Standard Operating Procedure (SOP) is applicable to the LOGCAP 3 Support Contract.

3.0 Procedures

3.1 Twice annually, prior to and after the conclusion of the snow season, Brown and Root Services (BRS) Airfield Management/Base Operations, Engineering Services, and Fire Crash Rescue Services participate in a Snow & Ice Control Committee as may be convened by the Military Airfield Commander and attended by his representatives. At the meeting (prior to the snow season), review organizational responsibilities, status of equipment and materials, sub-contract or augmentation needs, and snow and ice control priorities. After the conclusion of the snow season, review lessons learned, status of equipment and materials, the off-season rebuild program, and any depot level repairs or replacement equipment as may be needed.

3.2 Prior to the snow season, the BRS Services Supervisor:

3.2.1 Coordinates and distributes a site-specific plan with color-codes indicating priorities for clearing the airfield using the standard guidelines below or the Military Airfield Commanders specific guidance as may be available:

Priority 1:

- Primary runways and overruns
- Primary access taxiways to runway, and alert facilities if any.
- Apron access taxiways
- Aircraft crash fire equipment lanes
- Access roads to other primary mission facilities

Priority 2:

- Secondary runways, if any.
- Aircraft parking aprons and remaining aircraft movement areas
- Access roads to secondary mission facilities and primary roads.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD SNOW AND ICE CONTROL**

SOP No. 3K

Priority 3:

- Other areas as resources available.

3.2.2 Establishes snow and ice control shifts, designates "Snow Bosses" to serve as day and night shift supervisors, and conducts training.

Training to include:

- Review of airfield radio communication procedure, call signs, flight line driving, right-of-way information, and airfield access procedures.
- Review and discuss priorities using color-coded plan and conduct familiarization tour of airfield highlighting lighting, markers, or areas where obstructions such as culverts, catch basins, manhole covers, or hydrants may be hidden by snow.
- Review procedures for using deicers and locations of "no salt" areas.
- Conduct hands-on training using snow and ice control equipment.

3.2.3 Perform pre-season operational checks on equipment and radios as appropriate.

3.2.4 Replenish stock of de-icer, broom cores, rubber blades, etc.

3.2.5 Insure "No Salt Beyond This Point" signs are positioned as directed by the Airfield Manager.

3.2.6 Establish a Snow Control Center as a focal point of all snow control activities and equip with the following:

- At least one radio transceiver with a primary snow and ice control frequency.
- Dispatch information including vehicle registration numbers, nomenclature, vehicle status, dispatched location, operator, and call sign.
- The color-coded snow and ice control plan designating priorities
- A snow control log to record specific events such as shift changes, weather updates, Runway Condition Reading (RCR), chemical deicer usage, sub-contractor usage, and any problems encountered.
- Telephone numbers of other key organizations, personnel, and sub-contractors as appropriate, and access to current weather forecasts and daily flying schedule.

3.3 Start airfield snow and ice control operations with the onset of snowfall or icing conditions to provide continuous bare pavement.

3.3.1 During a heavy snowfall, concentrate effort on the runway. During calm conditions, start at the centerline and work outward toward the



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD SNOW AND ICE CONTROL**

SOP No. 3K

shoulders. During crosswind conditions, start clearing from the upwind side of the pavement. Use snow brooms to keep the middle down to bare pavement (when possible). Broaden snow control efforts to include the entire runway and airfield pavements as snowfall allows during light-to-moderate snowfall. Use snow blowers to remove windrows of accumulated snow. As time permits, remove bulk snow that may interfere with aircraft operations to a disposal site.

- 3.3.2 BRS will ensure all airfield obstructions, that can damage or be damaged by snow equipment, are marked using approved frangible markers. Examples of obstructions include runway/taxiway lights, drainage culverts, catch basins and drop offs.
- 3.3.3 Manage equipment flow. Use a pattern to avoid loss of view and keep a safe distance between vehicles. Do not operate snow equipment within 30 feet of parked aircraft or 200 feet of aircraft with engines running.
- 3.3.4 BRS will cease snow and ice removal operations only upon notification from Base Operations of acceptable conditions based on results of Runway Surface Condition (RSC) test and when all airfield surfaces and wing tip clearance areas are free of accumulated snow.

3.4 Anti-icing and De-Icing

- 3.4.1 Anti-Icing: Use air blast sweepers at the start of freezing rain or snow starting at the centerline and working outward. Upon approval of the on-duty Snow Boss, apply urea.
- 3.4.2 De-Icing: Use plows and/or graders (if available) to reduce ice thickness to one-eighth inch or less. Use brooms and sweepers to clear area as possible and then apply urea.
- 3.4.3 Urea is the only authorized anti-icer. The amount of urea required may vary (depending upon temperature, ice thickness, and wind conditions). See AFI 32-1045 for recommended application rate.
- 3.4.4 Keep records of amounts and locations where urea is used.



Brown & Root Services

AIRFIELD OPERATIONS SUPPORT

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD OPERATIONS SUPPORT**

SOP No. 3

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Brown & Root Services

DISPOSAL OF CONTAMINATED PRECIPITATION STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
DISPOSAL OF HAZARDOUS PRESCRIPTIONS**

SOP No. 4A

1.0 Purpose

To establish procedures for disposal of precipitation accumulated in fuel tank secondary containments.

2.0 Scope

This procedure applies to the LOGCAP 3 Support Contract.

3.0 General

Excessive accumulation of precipitation (rainwater and snow) in the secondary containments of aboveground fuel tanks reduces the "capture capacity" of the secondary containment should a fuel spill or leak occur from the tank or piping. In addition, the accumulated precipitation may become contaminated with small amounts of fuel. The following procedure will be followed to remove and dispose of this water in a manner that is protective of the environment and personnel.

4.0 Procedures

- 4.1 Accumulated precipitation will be removed as required to restore containment capacity, and will not be pumped onto the ground under any circumstances.
- 4.2 Brown and Root Services (BRS) personnel will wear the appropriate fuel handling PPE, and follow safety procedures appropriate for whatever type of pump equipment is used.
- 4.3 Precipitation may be pumped from the secondary containment into appropriate containers or a vacuum truck, as available.
- 4.4 BRS personnel noticing unusual conditions in the containment or fuel tank (i.e. leaks or containment safety discrepancies, indications of tampering, etc.) will notify responsible personnel.
- 4.5 When pumping is completed, BRS will transport the precipitation to the designated oil/water separator (OWS).
- 4.6 Disposal of the water into the OWS will be coordinated with the designated personnel, who will check if there is sufficient capacity in the OWS system to accept the water. If not, the water will be stored in approved containers until the OWS has sufficient capacity to accept the water.



Brown & Root Services

HAZMAT OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
HAZMAT OPERATIONS**

SOP No. 4B

1.0 Purpose

To establish procedures for the management and oversight of the hazardous waste (HW) generated by the U.S. Military and Brown and Root Services (BRS). Specific tasks for the collection, transportation and/ or storage requirements vary between each project.

2.0 Scope

This Standard Operating Procedure (SOP) is applicable to BRS in support of the LOGCAP 3 Support Contract.

3.0 Procedures

3.1 When tasked, a central Hazardous Waste Storage Area (HWSA) will be managed and operated by BRS for the storage of all accumulated HW.

3.2 When tasked, BRS will respond to hazardous material (HM) and HW spills generated by the U.S. Army and BRS as per project specific direction. Depending on the size of spill, each country has site specific requirements.

3.3 Each country will develop a Hazardous Waste Management Program (HWMP)

representing country specific requirements for hazardous waste collection operations and spill response.

3.4 When tasked, collect HW from U.S. Military Camps, FOBs/Outposts, and BRS facilities:

- Provide empty HW storage containers and spill material as needed.
- Mark HW containers.

3.5 When tasked, transport HW from U.S. Military Camps, FOBs/Outposts, and BRS Facilities to the HWSA:

- Prepare HW manifests.
- Prepare HW inventory.
- Coordinate with DRMO and/ or BCCA for waste shipments

3.6 When tasked, store HW at the HWSA:

- Determine container requirements for HW storage.
- Inspect containers for leaks and structural integrity.
- Maintain HW and transfer of waste documentation.



**Logistics Civil Augmentation Program (LOGCAP)
HAZMAT OPERATIONS**

SOP No. 4B

- Inspect HWSA in accordance with document provided by the in country Environmental Manager.
- 3.7 Respond to HM/HW spills as directed.
- Complete HM/HW spill reports.
- 3.8 Complete administrative duties, as required.
- Provide technical and regulatory support to the U.S. Military and BRS.
 - Provide HM training to Expat and HCN project personnel.
 - Complete Environmental Baseline Surveys (EBSs) and Environmental Base Closure Surveys (EBCSs) for BRS leased property, as required.



Brown & Root Services

LIQUID HAZARDOUS MATERIAL CONTAINMENT STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
LIQUID HAZARDOUS MATERIALS**

SOP No. 4C

1.0 Purpose

Brown and Root Services (BRS) will provide management and oversight over the construction and maintenance of liquid hazardous material containment structures.

2.0 Scope

This Standard Operating Procedure applies to the LOGCAP 3 Support Contract.

3.0 Objective

The objective of this SOP is to consolidate, by inclusion or reference, all construction and maintenance procedures applicable to containment of liquid hazardous materials in tanks and containers. All containments will be constructed to prevent the release of hazardous materials to the environment. The liner material will be compatible with and resistant to the material to be placed in the containment system. The system will be placed on a foundation or base capable of providing support to the system. As a minimum the system will be designed to contain 100% of the largest tank within its boundary. Small container storage areas (containers equal to or less than 55 gallons each) will have containment systems capable of holding 10% of the total volume of all containers or 100% of the largest container, whichever is greater. Containers that do not hold free liquids do not require containment systems.

4.0 Procedures

4.1 New Containment Construction

1. Prepare the site by leveling and removing all sharp objects e.g. rocks from the area.
2. Construct the containment walls with materials approved by the Environmental Lead. Authorized personnel will conduct calculation of containment dimensions.
3. The liner will be folded over the top of the wall and secured.
4. When placing the tank inside the containment, protect the new liner from being punctured by using wood or thick plastic/rubber under the tank supports. In addition, if foot traffic will occur on the liner, plywood or heavy rubber/plastic matting will be used to protect the liner from tearing. Do not place sand or sand bags inside the containment.



**Logistics Civil Augmentation Program (LOGCAP)
LIQUID HAZARDOUS MATERIALS**

SOP No. 4C

4.2 Containment Operation and Maintenance

The physical integrity of the containment walls and plastic liner will be inspected on a regular basis and repaired or replaced as needed. Personnel transferring fuel to the tank and generator repairmen will be instructed to visually inspect the liner for tears or wear and inform a supervisor or Camp Manager of any problems. When replacement/removal is required follow the procedures in the following section.

In the event of a spill into the containment, cleanup will be conducted as soon as possible but no longer than 24 hours. Water will not be allowed to accumulate in the containment for long periods and will be removed after heavy periods of precipitation.

4.3 Containment Upgrade/Removal

If the containment liner requires removal/replacement the following procedures will be followed.

1. Work will be coordinated with responsible party personnel.
2. If possible, stop fuel deliveries to the tank prior to the scheduled work to minimize the amount of fuel requiring removal. Drain the tank or empty using the POL de-fueler and/or the waste fuel SST. Clear the tank for movement. Re-use clean fuel or contact Hazmat for disposition of waste fuel.
3. Remove the tank from the containment area.
4. When replacing the liner, follow the procedures for New Containment Construction. Contaminated construction material will be disposed of appropriately.



Brown & Root Services

HAZARDOUS WASTE MANAGEMENT OPERATIONS

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
HAZARDOUS WASTE MANAGEMENT**

SOP No. 4

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<u>TITLE</u>	<u>IDENT.NO.</u>
• Disposal of Contaminated Precipitation SOP	SOP No. 4A
• HazMat Operations SOP	SOP No. 4B
• Liquid Hazardous Material Containment SOP	SOP No. 4C



Brown & Root Services

LAUNDRY SERVICES STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

To establish procedures for laundry service operations within the LOGCAP 3 Support Contract.

2.0 Scope

This procedure covers all laundry service operations.

3.0 Responsibilities

Brown and Root Services (BRS) is responsible for the overall implementation and administration of the laundry service operations.

4.0 Laundry Drop Off

- 4.1 A service member/unit representative brings laundry to a laundry point. The laundry must be in a securable bag.
- 4.2 If a unit representative drops off a service members laundry, they will present proper identification, inventory the bag's contents and add their name to the laundry list. The service members name will still appear as the owner of the clothes.
- 4.3 The bag is inventoried jointly by the service member and laundry point receptionist and recorded on the Laundry List and Laundry Log Sheet [enclosures 1&2]. Prior to conducting the inventory each service member is required to check all pockets to ensure no items are left in the clothing. One copy of a three-part receipt is given to the service member/unit representative, the second copy is maintained at the reception/drop off point and the third copy is placed inside the laundry bag.
- 4.4 A system of color coded numbered discs are used to identify laundry points and to ensure that all laundry returns to its point of origin.
- 4.5 The purpose of the joint inventory is to ensure the proper count and also to ensure that the items are properly categorized and to identify any existing damage.
- 4.6 A service member's commander can make a determination to allow waiving the requirement for the joint inventory. This determination shall be in writing and provided to BRS.



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

- 4.7 By not performing a joint inventory, each service member is waiving his/her right to submit a claim for any and all losses. The service member will sign a Waiver of Liability Form (enclosure 3) prior to the laundry point accepting his/her laundry that is not inventoried.
- 4.8 Receptionist logs the Laundry List on the Laundry Log Sheet (enclosure 2) includes date received, tag number, printed name of service member, last four of social security number or appropriate badge number and has the service member sign the Laundry Log Sheet under the "Signature In" column. The laundry receptionist attaches a laundry numbered tag to the bag, notes the tag number on the Laundry List and stores the laundry.

5.0 Laundry Pick Up and Delivery

- 5.1 The dirty laundry bags are counted and logged by both the driver and the receptionist and the driver signs the Laundry Log Sheet. At the laundry facility the driver and laundry receptionist again count the laundry bags. The receptionist will sign the Laundry Log Sheet and the driver will sign the reception logbook.
- 5.2 When the laundry bags are returned to the laundry point, the bags are again counted by both the laundry point receptionist and the driver with the receptionist signing the drivers copy of the Laundry Log Sheet.
- 5.3 The bags of clean laundry are then stored for pick up.
- 5.4 Operating hours for the laundry points will be established as required.
- 5.5 Laundry turn around will be 72 hours.

6.0 Laundry Return

- 6.1 The service member/unit representative presents a Laundry List for pick up. If a unit representative picks the clothes up, they must have a Laundry List or a letter from the service member's commander authorizing pick up. The unit commander may authorize blanket pickup of laundry by a unit representative. The representative's ID card will be checked, their name and last four of social security number or appropriate badge number will be recorded on the Laundry List.
- 6.2 The laundry bag is handed to the service member/unit representative for inventory. The service member/unit representative then signs for the laundry under the "Signature Out" column of the Laundry Log Sheet.



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

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- 6.3 If the service member picks up laundry without checking the contents with the receptionist, claims for missing laundry items will not be accepted.
- 6.4 In case of a lost laundry list, tag number will be located in the log book for the owner's name and the service member/unit representative will present proper identification and sign the laundry log sheet verifying receipt of the laundry.
- 6.5 **MWR Towel Services**
- 6.5.1 BRS will pick up dirty towels from U.S. Army MWR point and deliver towels to the BRS Laundry.
- 6.5.2 Inventory of the towels picked up and returned will be conducted jointly by the MWR unit and BRS.
- 6.5.3 MWR towels (dirty) will be placed in laundry bags with laundry ticket inside.
- 6.5.4 MWR towels will be transported in a vehicle that provides separation from cargo and driver compartment.
- 6.5.5 Towels will be washed in hot water.
- 6.5.6 BRS Laundry facility will maintain records of all MWR towel deliveries, to include the date, time, quantity and point of origin.
- 6.5.7 On arrival at the MWR point towels (clean) will be inventoried by the MWR representative in the presence of the BRS representative. Any discrepancies will be noted by both parties.

7.0 Laundry Claims

- 7.1 Individuals having lost or damaged laundry will first check the unclaimed/unmarked laundry list maintained at the camp laundry point. If the laundry is not on the unclaimed/unmarked list, individual will fill out a BRS laundry claim form (enclosure 4). The original laundry list must accompany the laundry claim.
- 7.2 Damaged or missing items: BRS Representative will first validate the individuals claim of missing or damaged article. Laundry supervisor will fill out lower portion of the Claim Form and attempt to locate the missing item/s.



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

7.3 BRS will not settle any claim without a copy of the original laundry list or certifying internally via a transaction log control sheet.

7.4 Reimbursement

- BRS reimburses valid claims based on AAFES catalogue prices.

7.5 Unclaimed laundry is turned over to the Unit/Mayor's Cell after three weeks in the laundry reception point.

8.0 Laundry Facility

8.1 Washing

8.1.1 All personal laundry will be washed on cold water setting. All MWR towels, medical laundry and petroleum contaminated clothing items will be washed in hot water setting.

8.1.2 Start filling the washing machine (top loader) with water and add laundry detergent.

8.1.3 The amount of detergent per full load should be in accordance with manufacturer recommendations.

8.1.4 Agitate for approximately 15 seconds to dissolve the detergent.

8.1.5 All clothing will be inventoried prior to being placed into the machine. Any discrepancies are to be noted by the line supervisor.

8.1.6 Place the clothing in the machine, close the lid and start the wash cycle.

8.1.7 Petroleum Contaminated Coveralls/Overalls

Petroleum contaminated coveralls/overalls will be laundered separately in designated washers and dryers. Hot water will be utilized to wash petroleum contaminated coveralls/overalls.

8.2 Drying

8.2.1 Dryers should be set on low heat setting (Perm Press or equivalent low setting dependent on machine model).



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

- 8.2.2 Shake the clothing to separate them and then place in the dryer. Close the dryer doors then set the timer to 45 minutes and press the start button.
- 8.2.3 When the dryer has stopped, open the dryer door and check if the clothing is fully dry. If the clothing is still damp then repeat section 8.2.2, but only for 15 minutes. Once the clothing is dry remove it from the dryer and place in a container prior to transporting to the folding area. After the clothing has been placed in the container, clean the lint trap ensuring it is free from any contamination.

8.3 Folding

- 8.3.1 All clothing is to be neatly folded then placed in the individual laundry bag.
- 8.3.2 All clothing will be inventoried prior to being placed into the laundry bag. Any discrepancies are to be noted by the folding supervisor. Discrepancy lists will be handed into the laundry supervisor after each batch is finished.

8.4 Records

Records will be maintained of all bags of laundry washed, dried and folded to include the date, time and quantity.

8.5 Machine Maintenance

All equipment shall be disconnected/isolated from any power source, prior to any work being carried out.

8.5.1 Washing Machines

8.5.1.1 All washers will be inspected and cleaned at least once every 31 day cycle.

8.5.1.2 The following checks will be performed during inspection:

- Washer drum and agitator checked and de-scaled.
- Transmission and transmission bolts will be checked for tightness.
- All belts (depending on machine type) will be checked for wear, tear and stretching.
- All bearings will be checked and greased.
- The valve assembly filters will be checked and cleaned.
- All hoses will be checked for leaks, then cleaned inside before refitting.



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

- All screws, bolts, electrical connections and fittings will be tightened and secure.
- Check the general condition of the machines and clean all surfaces.

8.5.2 Drying Machines

8.5.2.1 All dryers will be inspected and cleaned at least once every 31 day cycle.

8.5.2.2 The following checks will be performed during inspection:

- All lint is to be removed from the drum and dryer motor using compressed air.
- The dryer will be cleaned using compressed air and a vacuum cleaner.
- Check the pulley assembly for faults then grease the spindle.
- Check the heater element and connections for faults.
- Check the belt for wear, tear and stretching.
- Check the slides for wear and tear.
- Clean the door filters.
- All screws, bolts, electrical connections and fittings will be tightened and secure.
- Check the general condition of the machines and clean all surfaces.

9.0 Medical Laundry

- 9.1 BRS will pickup dirty laundry from U.S Army medical facilities, deliver the laundry to the laundry facility and return it to the U.S Army medical facility of origin.
- 9.2 The BRS laundry will maintain records of all medical laundry deliveries, to include the date, time, quantity and point of origin. The medical unit submitting the laundry will supply an inventory list.
- 9.3 The medical unit (in the presence of a BRS representative) will complete a physical inventory of the items being picked up. BRS drivers will not inventory the laundry bags due to the potential health hazards.
- 9.4 All medical laundry for cleaning is to be placed in hospital laundry bags and sealed prior to collection. Medical laundry will be transported in a vehicle that provides separation from cargo and driver compartment.



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

- 9.5 On arrival at the laundry facility all laundry will be inventoried and weighed by the laundry staff and both parties will identify discrepancies and note them on the signed hospital form.
- 9.6 The medical laundry facility will ensure that the laundry is washed at a temperature of not less than (80 C-176 F). The laundry will be dried on low heat setting, folded and inventoried.
- 9.7 BRS will inventory clean laundry prior to the delivery to the medical facility.
- 9.8 Upon arrival at the U.S. Army Medical facility the hospital laundry staff in the presence of the BRS representative will inventory the laundry. Any discrepancies will be noted by both parties and reported to the BRS laundry facility.

10.0 Sleeping Bag Exchange

- 10.1 BRS will conduct sleeping bag exchange at designated locations as per the schedule coordinated with the unit or camp/representative.
- 10.2 The BRS representative will maintain a record of all sleeping bags exchanged, to include the date, time, quantity and type.
- 10.3 BRS will exchange, dirty and unserviceable sleeping bags for clean serviceable sleeping bags on a one for one basis.
- 10.4 Bulk exchange of sleeping bags will be coordinated on a case by case basis.
- 10.5 Sleeping bags are inspected for serviceability upon receipt at the laundry facility. Unserviceable sleeping bags are transported to the repair facility.
- 10.6 All personal items found in the sleeping bags are turned into the Laundry Supervisor, and returned to the camp/ facility representative. If a sleeping bag is known to be infected, the sleeping bag will be placed in a plastic bag and sealed. The medical officer must identify the type of infection and the type of corrective action stated by the medical officer (wash, disinfect and/or destroy). If a sleeping bag requires destruction authorization will be requested from the government.



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

Enclosure 1

LAUNDRY LIST

Last and First Name:
Unit:
Tag:

SSN/Badge#:
Grade:
Location:

Article	Quantity	Article	Quantity
Bag, Laundry		T Shirt	
BDU Trousers		Towel, Bath	
BDU Shirt		Trunks, Gray	
Cap, Camouflage		Undershirt	
Handkerchief		Underwear	
Shirt, Long Sleeve		Overalls	
Shirt, Short Sleeve		Underwear, Insulated Top	
Sweatpants, Gray		Underwear, Insulated bottom	
Sweatshirt, Gray		Wash cloth	
Socks		Other	

Signatures- Laundry:

Signatures -Customer:

RECEIVED BY:		DELIVERED BY:	
DATE:		DATE:	
DELIVERED BY:		RECEIVED BY:	
DATE:		DATE:	



Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE

SOP No. 5A

Enclosure 2

LAUNDRY LOG SHEET

LOCATION _____

DATE _____

No.	TAG	NAME	SSN/Badge#	SIGNATURE IN	SIGNATURE OUT
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

<u>Actioned by Driver</u>	<u>Actioned by Reception</u>
Total bags:	Total bags:
Received by:	Received by:
Signature:	Signature:



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

Enclosure 3

WAIVER OF LIABILITY

The undersigned hereby agrees to not hold responsible: BRS, BRS employees, the U.S. government and all parties associated with the processing of laundry that the undersigned has turned in this date. This includes, but is not limited to: loss of any laundry, mis-categorized laundry (for example-an item being categorized as a T-shirt by BRS when the service member listed the item as a sweatshirt on the laundry inventory sheet), or damaged items (for example permanently soiled or stained, ripped, burned, missing patches etc.).

Name _____

SSN (last four digits) _____
or designated badge #

Signature _____

Date _____



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE**

SOP No. 5A

Enclosure 6

UNCLAIMED LAUNDRY INFORMATION LIST

CAMP _____

To: Camp Manager

Info: Unit Supply Sergeant

The following bags of clean laundry have been at this reception point for two weeks.
Please inform the following personnel that the bags will be returned to the laundry facility in
one week if not claimed:

DATE RECEIVED	SERVICE MEMBER'S NAME	SSN/ BADGE #	UNIT	TAG NO.	REMARK

Laundry Reception Supervisor _____

Date: _____



Brown & Root Services

ORGANIZATIONAL CLOTHING & INDIVIDUAL EQUIPMENT INSPECTION, CLEANING, REPAIR AND EXCHANGE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
OCIE**

SOP No. 5B

TABLE OF CONTENTS

References:

- **Field Manual (FM) 10-16, General Fabric Repair (1984)**
- **FM 10-280, Mobile Field Laundry Operations (1986)**
- **TM 10-8400-201-23, General Repair Procedures for Clothing (1990)**
- **TM 10-8400- 203-23, General Repair Procedures for Individual Equipment (1990)**
- **FM 10-16, General Fabric Repair (1984)**



**Logistics Civil Augmentation Program (LOGCAP)
OCIE**

SOP No. 5B

1.0 Purpose

To establish procedures for Organizational Clothing & Individual Equipment (OCIE) Inspection, Cleaning, Repair, and Exchange.

2.0 Scope

These procedures apply to the LOGCAP 3 Support Contract.

3.0 Standards and Accountability

- 3.1 Brown and Root Services (BRS) will maintain accountability of all items. All OCIE will be inventoried by BRS, as a minimum, upon receipt and prior to issue.
- 3.2 BRS will wash all items before inspection/repair.
- 3.3 After cleaning, BRS will inspect items to determine serviceability, type, and size.
- 3.4 All repair procedures will utilize the applicable reference unless otherwise directed by the client.
- 3.5 Repairs will be performed using Government Furnished Materials (GFM) or (where not readily available) limited commercially acquired materials

4.0 Military Wool Blanket

4.1 Cleaning

Wash Army wool blankets in cold water in designated washers and dry in designated dryers on the lowest heat.

4.2 Inspection

Inspect the wool blankets for rips, tears, holes, burns, oil, grease or other contaminants.



**Logistics Civil Augmentation Program (LOGCAP)
OCIE**

SOP No. 5B

4.3 Repair

Repair the wool blankets with heavy-duty sewing machines, reusing fabric from irreparable wool blankets as required.

4.4 Exchange

Direct Exchange (DX) is available upon request (based on local quantity on hand); otherwise, return the same blankets after cleaning and repair.

5.0 GORE-TEX (Parka & Trousers)

5.1 Cleaning

Wash GORE-TEX Parka & Trousers in washing machines using delicate cycle, cold water and powdered detergent. Rinse in clean, cold water. Hang them to air dry.

5.2 Inspection

Inspect GORE-TEX Parka & Trousers for rips, tears, holes, burns, oil, grease, or dry rot. Check snaps and zippers for serviceability.

5.3 Repair

Repair GORE-TEX Parka & Trousers on heavy-duty sewing machines using GFM, Rip Kit Patches or cannibalized parts.

5.4 Exchange

DX is available upon request (based on local quantity on hand); otherwise, return the same GORE-TEX items after cleaning and repair.

6.0 Sleeping Bag

- **Extreme Cold Weather (ECW)**
- **Intermediate Cold Weather (ICW)**
- **Modular Sleeping Bag System (MSBS)**

6.1 Cleaning

Launder Sleeping Bags using industrial washing machines. Dry using industrial dryers set on low tumble setting.



**Logistics Civil Augmentation Program (LOGCAP)
OCIE**

SOP No. 5B

6.2 Inspection

Inspect Sleeping Bags for rips, tears, holes, burns, dry rot, oil, grease, or loss of filling material. Check zipper for damage and freedom of movement. Check snaps for damage.

6.3 Repair

Repair the Sleeping Bags with heavy-duty sewing machines using GFM or cannibalized parts.

6.4 Exchange

DX is available upon request (based on local quantity on hand); otherwise, return the same Sleeping Bags after cleaning and repair.

7.0 Body Armor

- **Body Armor, Fragmentation (BAF)**
- **Ranger Body Armor (RBA)**

7.1 Cleaning

7.1.1 Clean BAF utilizing high-pressure water, then hang to air dry.

7.1.2 RBA may be machine-washed. REMOVE THE BALLISTIC INSERTS AND PLATE FIRST. Hang the shell to dry. Clean the inserts with a soft cloth or brush.

7.2 Inspection

Inspect BAF and RBA for rips, tears, holes, burns, oil, or grease. Check the velcro for damage. Check the snaps and elastics for serviceability.

7.3 Repair

Repair the BAF and RBA with heavy-duty sewing machines using GFM or cannibalized parts.

7.4 Exchange

DX is available upon request (based on local quantity on hand); otherwise, return the same Body Armor after cleaning and repair.



**Logistics Civil Augmentation Program (LOGCAP)
OCIE**

SOP No. 5B

8.0 Extended Cold Weather Clothing System (ECWCS)

- **Drawers, Cold Weather, Polypropylene**
- **Undershirt, cold weather, Polypropylene**

8.1 Cleaning

Wash the undershirt and drawers in washing machine using delicate cycle and cold water. Rinse in clean, cold water. Dry all components of the ECWCS at the lowest heat setting of the dryer.

8.2 Inspection

Inspect drawers and undershirts for rips, tears, damaged or missing zipper, stains and cleanliness.

8.3 Repair

Repair drawers and undershirt with heavy-duty sewing machine using GFM.

8.4 Exchange

Return the same items after cleaning and repair (No DX at this time).

9.0 Sewing Services

9.1 The following sewing services are generally available upon request:

- unit patches sewn on
- name tapes sewn on
- insignia of rank, branch and special qualification badges sewn on
- US Flag patches sewn on
- brassard fabrication

9.2 Other sewing services can be performed as required as directed by client.

10.0 Aircrew Battle Dress Uniform (ABDU)

- **Coat, Aircrew, Combat**
- **Trousers, Aircrew, Combat**

10.1 Cleaning

Wash the ABDU in washing machine on its permanent press cycle with a mild laundry detergent. Tumble dry on low heat (130° F).



**Logistics Civil Augmentation Program (LOGCAP)
OCIE**

SOP No. 5B

10.2 Inspection

Inspect ABDU for rips, tears, stains, holes or burns. Check the zippers, snaps and velcro for serviceability. Check for worn and faded areas.

10.3 Repair

Repair ABDU with heavy-duty sewing machines using GFM or cannibalized parts. **Make all repairs to ABDU with MIL-T-44100 or A-A-50195 thread.**

10.4 Exchange

Return the same ABDU after cleaning and repair (No DX at this time).



Brown & Root Services

SEWING SERVICES STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
SEWING SERVICE**

SOP No. 5C

1.0 Purpose

To establish procedures for Sewing Services Operations.

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract

3.0 Responsibilities

Brown & Root Services (BRS) is responsible for the overall implementation and administration of the Sewing Services Operations.

4.0 Sewing Center Drop-off Procedures

4.1 A service member brings items to be sewn to the designated BRS location.

4.2 If a unit representative drops off another service members items to be sewn, they shall present proper identification, inventory the contents and put their name on the sewing check sheet. The service member's name shall still appear as the owner of the clothes.

4.3 The items are inventoried jointly by the service member and sewing point receptionist and recorded on the Sewing Request (enclosure 2). Prior to conducting inventory each service member is required to check all pockets to insure no items are left in the clothing. The first part of a two part receipt is held by the sewing point and the second part is signed and given to the service member/unit representative as a receipt.

4.4 The purpose of the joint inventory is to ensure that sewing is to be carried out as required by service member.

4.5 Hours of operation shall be in accordance with local requirements.

4.6 Receptionist logs sewing requirements on the sewing check list and will include the date received, name, rank, unit, and last four of badge #.

4.7 Service member will sign check sheet at signature block. Receptionist will detach second copy and give to service member as receipt. The first copy will be removed and tagged to item requiring sewing. Receptionist will store items neatly on the shelves in sewing ticket sequence number ready for collection by service member.



**Logistics Civil Augmentation Program (LOGCAP)
SEWING SERVICE**

SOP No. 5C

5.0 Pick Up of Sewn Items

- 5.1 A service member will present receipt for pick up of sewn items. Unit representative may pick up service member's repaired items only with receipt and letter of authorization from service member's commander, representative must also present ID badge which will be checked by the receptionist.
- 5.2 Service member/unit representative will inspect the sewing; if acceptable, will sign in the signature out column of the check sheet (Enclosure 2).
- 5.3 In the case of lost receipts, a check of the Log Book shall be carried out for owner's name after presenting proper identification and receptionist will carry out thorough check of all sewn items. Service member will then sign for the receipt of the items.

6.0 Sewing Claim Procedure

- 6.1 Unclaimed items will be turned over to BRS.
- 6.2 Individuals having lost or damaged items will first check the unclaimed sewing list posted by BRS then contact their Unit Supply Representative to fill out a BRS Sewing Claim Form. The original Sewing Ticket must accompany the Sewing Claim.
- 6.3 Sewing Claim form (Enclosure 1) and original ticket will be given to the designated BRS Camp POC who will fill out the lower portion of the claim form. This must be completed by the designated BRS Camp POC to verify that the issue was investigated.
- 6.4 Claim form will then be forwarded to the designated BRS Sewing Service Lead for action.
- 6.5 **BRS will not settle any claim without a copy of the original Sewing list or certification internally via a transaction Log Control Sheet (Enclosure 3).**

7.0 Reimbursement

- 7.1 Military issue: Designated Unit Supply Representative validates loss, then either
 - Government issues new items, or
 - BRS pays directly based on AAFES catalog prices.
- 7.2 Civilian clothes: As directed by the designated military authority.



**Logistics Civil Augmentation Program (LOGCAP)
SEWING SERVICE**

SOP No. 5C

8.0 Items

8.1 Items to be sewn normally include the following:

- Unit patches, patterns, or other identification
- Name tape
- US Army, Navy, Air Force, Marine, DOD Civilian, etc...
- US Flag, Country Flag
- Brassards

8.2 Sewing repairs normally are limited to minor rips, tears and button replacement.

8.3 No alterations or tailoring is permitted.



**Logistics Civil Augmentation Program (LOGCAP)
SEWING SERVICE**

SOP No. 5C

NAME	Last Four of badge #	UNIT	RANK	LOCATION
Item Handed In		Size	Work Requested (please be specific)	
Signature - Sewing Office		Date Received:	Signature-Soldier Delivered	Date:
LOG#	Inspected / Received		Signature - Solder	Date:

Enclosure 3



~~For Official Use Only (FOUO)~~

**Logistics Civil Augmentation Program (LOGCAP)
SEWING SERVICE**

SOP No. 5C

LOG CONTROL SHEET

	TAG	Name	Last four of Badge #	Signature In	Signature Out
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
25					
26					
29					
Signature:					Date:

*** Sewing Request copy must be attached



Brown & Root Services

LAUNDRY SERVICES OPERATIONS

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
LAUNDRY SERVICE OPERATIONS**

SOP No. 5

TABLE OF CONTENTS

<u>TITLE</u>	<u>IDENT.NO.</u>
• Laundry Services SOP	SOP No. 5A
• Organizational Clothing & Individual Equipment Inspection, Cleaning, Repair, and Exchange SOP	SOP No. 5B
• Sewing Services SOP	SOP No. 5C



Brown & Root Services

CLASS I RE-DISTRIBUTION STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
CLASS I RE-DISTRIBUTION**

SOP No. 6A

This Standard Operating Procedure (SOP) is designed to establish procedures for the Re-distribution of Class I subsistence to Brown & Root Services (BRS) operated dining facilities and supplemental breakdown and issue as required.

2.0 Scope

This SOP is applicable to all BRS operated dining facilities within the LOGCAP 3 Support Contract Area of Operations.

3.0 Procedures

3.1 Re-distribution

Class I items are requisitioned based on total headcount and standard menus. The personnel at the re-distribution point will be responsible for the break down of rations required for each dining facility. All requisitions must be submitted 48 hours prior to shipping.

3.2 Supplemental Breakdown

- An assigned dining facility representative at the re-distribution point reviews and supervises the re-distribution of Class I items.
- The re-distribution and supplemental breakdown is based on the headcount, menus and available item based on current inventories.

3.3 Standard Issue Documentation Procedure

- All requisitions for class I ration are issued on a warehouse requisition form to supported dining facilities.

3.4 Standard Packing Procedure

- Class I rations are packed on pallets, shrink-wrapped, and marked with destination labels.
- Truck driver and BRS warehouseman check the product as it is being loaded and prepared for shipment.

3.5 Standard Issuing/Shipping Procedure



**Logistics Civil Augmentation Program (LOGCAP)
CLASS I RE-DISTRIBUTION**

SOP No. 6A

- The dining facility Class I rations are shipped to all locations by BRS.
- BRS personnel receive products arriving at the DFAC. The requisitions are checked and signed for receipt.

3.6 Documentation and Storage of Supplies

- All Class I items are checked upon receipt, added to the inventory lists and incorporated into the storage locations.



Brown & Root Services

FOOD SERVICE OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

1.0 Purpose

To establish procedures for the operation of Food Services for Brown and Root Services (BRS) operated dining facilities.

2.0 Scope

BRS shall provide management & oversight of the Food Services Operations for BRS operated dining facilities. BRS shall perform work within the guidelines of the U.S. Army Theater Food Services Plan. When approved by the ACO, BRS will provide other catering services (i.e. carryout service, box lunches, grill items, catering for special functions, etc.) in addition to or in place of regular meal services.

3.0 Responsibilities

- 3.1 BRS Theater Food Service Manager is responsible for the management and coordination of the food service operation in support of the U.S. Army within the LOGCAP 3 Support Contract area of operation.
- 3.2 Food Service Managers/Coordinators are responsible for the day to day management and operation of the DFACs in their respective Countries.
- 3.3 O&M Managers will provide facility maintenance support to the DFAC Supervisors.

4.0 Menu Planning

- 4.1 Meal service during initial phases of the deployment and start up will in most cases be T-MRE-T rations; progressing to full class A meal service as rations, facilities, and equipment become available.
- 4.2 When the availability of class 1 product permits, preparation of menus will be similar to those in the U.S. Army Master Menu and/or other special menus prescribed by BRS.
- 4.3 Prior to serving the evening meal, BRS shall post daily menus for the next day in a conspicuous location at the entrances to the Dining Facilities.
- 4.4 A daily Cook's Worksheet will be prepared to provide the following minimum information and instructions:



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

- a. Menu of items to be prepared on a specific day.
- b. Quantity of items to be prepared/cooked.
- c. Special cooking instructions.
- d. Recipe card number for preparation of each item.
- e. Preparation/Cooking start times.
- f. Disposition of leftovers/discards.
- g. Food temperature.
- h. Name and signature of Food Service Supervisor.

5.0 Receipt and Storage of Subsistence from U.S. Government Representative

5.1 General

All subsistence will be stored, safeguarded, and accounted for. All items will be inventoried upon receipt of delivery. This will be a joint inventory conducted by BRS and the U.S. Government Representative. All items will be placed in proper storage or preparation areas upon receipt. BRS will be responsible at the time of receipt for the inspection of subsistence for quantity and quality. Any discrepancies will be recorded on a "Ration Delivery Check Sheet" and forwarded to the BRS food service office weekly.

5.2 Inventory Control Records

Each DFAC Supervisor or Designated Lead will maintain inventory control records of subsistence and equipment to include, but not limited to the following data:

- a. Name of requester (facility),
- b. Item,
- c. Date received,
- d. Receipt verified,
- e. Date issued.

- 5.3 A weekly inventory will be conducted of all subsistence. The inventory will be prepared in duplicate and a copy provided to the Food Services Office.

6.0 Food Preparation and Service

6.1 T-Rations and Meals-Ready-To-Eat

Will be prepared/served in accordance with product instructions.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

6.2 Menu Planning

All food preparation activity will be recorded on a Cook's worksheet (e.g., BRS Production Schedule). To enhance the menu, leftover foods that have been properly protected and stored may be re-offered once for service if properly reheated or chilled, as applicable.

6.3 Proper Cooking Temperature

During each cooking period, thermostat temperatures on equipment will be set as prescribed in the recipe for the item being cooked. Pocket thermometers shall be used in all cooking, roasting and baking processes to periodically check product temperature during cooking.

6.4 Breakfast and Short Order Items

Items outlined in the menu cycle will be prepared and offered to the client as available.

6.5 Serving Line

Serving lines will be set up no earlier than 30 minutes prior to scheduled serving. The dining facility supervisor and or representative will supervise the serving of the meal. Food on the serving line will be replenished promptly to ensure availability to all patrons throughout the serving period. Empty serving line containers will be removed to the kitchen for refilling and or replaced with full containers. Replenished food containers will be garnished before being placed on the line.

6.6 Personnel Serving Food

Personnel serving food will be courteous and present a helpful attitude toward each patron. They will be attired in the proper uniform and use proper sanitary procedures while serving patrons.

6.7 Serving Temperatures

Food items will be kept at specified serving temperatures.

6.8 Portions

Portion size will be served as indicated on receipt card or by the Military Food Service Advisor.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

7.0 Sanitation

7.1 Inspections

The BRS QA/QC Department will conduct inspections. Government Preventive Medicine (PM) may assess performance based upon qualitative criteria (i.e. microbiological tests) and will provide their findings to the Food Services Manager and DFAC Supervisor or Designated Leads to assist in the evaluation and acceptance of BRS performance.

7.2 Posting Sanitation Procedures

Signs approved by BRS will be posted as required to inform employees and others of sanitation procedures. Signs will be translated into the local language where necessary/required.

7.3 Outbreak of Disease

During actual or suspected food-borne or communicable disease outbreaks, BRS will make facilities, equipment, suspected food and employees available for testing and questioning by medical and other investigative personnel.

8.0 Food Handling, Storage and Re-Use

8.1 General

All foods, including ice, will be protected against contamination from dust, insects, rodents, unclean utensils/work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, overhead leakage and other sources of adulteration. This applies while food is being stored, prepared, displayed, transported or served. Potentially hazardous food (PHF) will be protected against conditions conducive to the growth of microorganisms.

8.2 Removing Food From Original Containers

Food (raw or prepared) when removed from its original container or package and not immediately being prepared or served, will be placed and stored in a clean, covered and labeled (item name, time, date) container. Container and cover must be impervious to moisture and odors.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

8.3 Proper Storage of Food

Containers of food will be stored a minimum of six inches above the floor on clean dunnage or shelves. Food and containers of food will not be stored under refrigerator cooling elements; or exposed or unprotected sewer lines/water lines, except for automatic fire protection sprinkler-heads. Non-foods such as cleaning supplies, insecticides and like items will not be stored in food preparation or food storage areas.

8.4 Protection of Prepared Food

Food not subject to further washing or cooking before serving will be prepared and stored in a way that protects it against cross contamination.

8.5 Frozen Foods

Frozen foods will be held at a temperature of 0°F (-18°C) or below during storage. Food may be stored at a maximum temperature of 10°F (-12°C) for no longer than 7 days prior to preparation.

8.6 Refrigerated/Hot Storage of Potentially Hazardous Foods

The internal product temperature of potentially hazardous foods will be maintained at 40°F (5°C) or below, or 140°F (60°C) or above (except during preparation). PHFs, which have reached unsafe temperatures, will be discarded as waste.

8.7 Procedures for Potentially Hazardous or Contaminated Food

In the event of fire, flood, power outage, equipment failure or similar event that might result in the contamination of food, DFAC Supervisors will immediately contact the BRS Food Services Manager for instructions.

8.8 Tempering of PHF

Thawing/tempering of PHFs will be done in refrigeration that is operated at an air temperature of 41°F (5°C) or below; or as part of the conventional cooking process; or under potable running water at a water temperature of 70°F or below. Water velocity will be sufficient to agitate and float off loose food particles in to the overflow. When poultry is tempered in this manner, all surfaces of sink, equipment, and utensils will be sanitized immediately afterward to minimize cross-contamination. Place frozen foods in a sanitized pot or other container and let the water overflow into the sink.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

9.0 Food Preparation & Re-heating Leftovers

9.1 Food Preparation Surfaces

Food will be prepared on surfaces that have been cleaned, rinsed, and sanitized. Fixed surfaces will be sanitized using a clean cloth that has been rinsed in a sanitizing solution.

9.2 Washing Fruits and Vegetables

Raw fresh fruits and vegetables will be thoroughly washed with potable water before being cooked or served.

9.3 Use of Ice

Ice used for cooling stored food and food containers will not be used for human consumption. Ice intended for human consumption will be potable and will be covered or otherwise effectively protected from contamination. Personnel dispensing ice from machines must wear a sanitary glove.

9.4 Cooking Poultry and Stuffing

Poultry, poultry stuffing, stuffed meats, and stuffing containing meat will be cooked throughout to a minimum internal temperature of at least 165 °F (74 °C) for 15 seconds with no interruption of the cooking process. Poultry will not be stuffed.

9.5 Cooking Pork and any Food Containing Pork

All pork and food containing pork will be cooked throughout to a minimum internal temperature of at least 150 °F (66 °C) for one minute.

9.6 Re-heating Precooked Potentially Hazardous Refrigerated or Frozen Food

All precooked, potentially hazardous, refrigerated, or frozen food will be heated rapidly to a temperature above 165 °F (74 °C) for 15 seconds.

9.7 Use of Eggs and Egg Products

- a. Shell Eggs will be refrigerated as soon as they are delivered and remain refrigerated until used.
- b. All shell eggs will be thoroughly cooked to a minimum of 145 °F (63 °C) for 15 seconds before serving.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

- c. The serving of foods containing raw eggs (homemade ice cream, Caesar salad, Hollandaise sauce) is prohibited.
- d. Scrambled eggs will be cooked in small batches no larger than 3 quarts until there is no visible liquid egg.
- e. Pasteurized liquid, frozen, or dry eggs and raw egg product can be substituted with shell eggs in the preparation when substituting, only one egg at a time can be added to the product being prepared. Bulk scrambled eggs and eggs for French toast, and other dishes where fresh shell eggs are broken and combined, but not cooked will not be held longer than 2 hours prior to serving.

10.0 Food Service and Storage

10.1 Temperature of Chilled Food for Serving

Cold food will be chilled to a temperature of 40°F (4°C) prior to being placed on the serving line.

10.2 Serving Milk

Chilled milk and milk products for drinking purposes will be provided to the patron in unopened containers or approved dispenser. Ultra High Temperature (UHT) milk will be maintained at a temperature of between 32°F (0°C) and 45°F (7°C), when possible.

10.3 Serving Utensils

Suitable dispensing utensils will be used by employees or provided to patrons who serve themselves. Ice for self serve patrons will be served with tongs or slotted spoons. The dispensing utensils will be kept either on a clean dry surface or in an approved sanitizing solution between uses. Ice dispensing utensils will not be left inside ice machines.

10.4 Food With an Expired Date

Packaged food that has passed the expiration date on the package will be inspected by Preventive Medicine for guidance as to further disposition.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

10.5 Leftovers

Leftover potentially hazardous foods will be kept to a minimum through proper food management. Items held at unsafe temperatures will not be retained for use. Self-service items will be discarded as waste unless individually wrapped or in unopened or covered containers. Prepared refrigerated items, which have not been placed on the serving line, may be retained for no more than 24 hours. Prepared hot items that have not been placed on the serving line may be retained for 24 hours if chilled rapidly within 2 hours to a product temperature of 40°F (5°C) or below. An alternative to refrigeration will be to maintain the items at 140°F (60°C) or above for maximum of five hours after which they will be discarded as waste. Reheated leftovers must be reheated to a temperature of at least 165°F (74°C) for 15 seconds with no interruption in the heating process. Leftovers may not be frozen. Leftovers offered for service will not be retained for later use; they must be discarded as waste.

10.6 Storage and Serving of Cooked Roasts and Turkeys

Roasts and turkeys, which have been prepared in excess of meal requirement, and not placed on the serving line, will be refrigerated immediately. Such roasts and turkeys are considered leftovers and must be used within 24 hours.

11.0 Kitchen Equipment and Utensils Cleaning and Sanitation

11.1 General Requirements

11.1.1 Tableware will be washed, rinsed and sanitized after each use.

11.1.2 Where equipment and utensils are used for the preparation of Potentially Hazardous Foods (PHF) on a continuous or production line basis, utensils and food preparation surfaces shall be washed, rinsed, and sanitized at the start of the operation, every 3 hours during use, and at the end of the operation.

11.1.3 Equipment and food preparation surfaces will be washed, rinsed and sanitized after each food preparation task has been completed.

11.1.4 The food contact surfaces of grills, griddles, and similar cooking devices, and the cavities and door seals of microwave ovens will be cleaned as required. This requirement does not apply to equipment protected from contamination and not used or otherwise soiled. The food contact surfaces of all cooking equipment shall be kept free of encrusted grease, food debris, and other foreign matter.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

- 11.1.5 Deep fat fryers will be drained and cleaned at the end of each day the fryer is used. Reusable grease or oil will be strained, placed in an airtight container, and refrigerated. Unusable grease or oil will be stored in containers and retained for pickup and disposal by an authorized agent. Exhaust hood filters will be cleaned as required.
- 11.1.6 Nonfood contact surfaces of equipment will be cleaned as often as necessary to keep the equipment free of accumulation of dust, dirt, food particles and other debris.
- 11.1.7 Wiping Cloths: Single use paper towels or disposable cloths are preferred to reusable wiping cloths. If reusable wiping cloths are used, the following measures are required:
- Moist clean cloths will be used for wiping food spills on kitchenware and food contact surfaces. These cloths will be rinsed frequently in a sanitizing solution mixed according to the manufacturer's recommendations using test strips to assure a safe and effective solution of 50 PPM. The cloths will be stored in a sanitizing solution between use.

12.0 Manual and Mechanical Cleaning, Sanitizing, and Storage

12.1 Manual Cleaning and Sanitizing

For manual washing, rinsing, and sanitizing of utensils and equipment, a sink with not fewer than three compartments will be provided and used. Sink compartments will be large enough to permit the accommodation of all equipment and utensils. In new construction or renovation, each compartment of the sink will be individually supplied with adequate hot and cold potable running water.

- 12.1.1 Fixed equipment and equipment too large to be cleaned in sink compartments, will be washed with hot detergent solution, rinsed and sanitized.
- 12.1.2 Drain boards or easily movable dish tables of adequate size will be:
- Provided for proper handling of soiled utensils prior to washing and for storing utensils following sanitizing.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

- b. Located so they do not interfere with the proper use of the dishwashing facilities. Except for fixed equipment and utensils too large to be cleaned in sink compartments, manual washing, rinsing, and sanitizing will be conducted in the following sequence:
 1. Sinks will be cleaned prior to use.
 2. Equipment and utensils will be pre-flushed or pre-scrubbed and, when necessary, presoaked to remove large food particles. The pre-flush water temperature should not exceed 80°F (27°C).
 3. Equipment and utensils will be thoroughly washed in the first compartment with a detergent solution that is kept clean and has a water temperature between 110-120°F (43-49°C).
 4. Equipment and utensils will be rinsed free of detergent and abrasives with hot 120-140°F (49-60°C) clean water in the second compartment.
 5. The food contact surfaces of all equipment and utensils will be sanitized by immersion for at least 15 seconds in a cleaning solution containing approximately 100 PPM of available chlorine based sanitizer, in water temperatures of at least 75°F (24°C), but not greater than 120°F (49°C). When chlorine bleach is used to sanitize equipment and utensils the concentration of available chlorine will be checked frequently with a test kit or chlorine test paper to ensure proper PPM is met.

12.2 Mechanical Cleaning and Sanitizing

12.2.1 Dishwashing machines will be operated per manufacturer's instructions including, incoming water temperature, volume, pressure and booster heaters if required. Utensils and equipment placed in the machine will be exposed to all dishwashing cycles. Automatic detergent dispensers, wetting agent dispensers and liquid sanitize injectors will be properly installed and maintained.

12.2.1.1 Machine or water line-mounted numerically scaled indicating thermometers will be provided to indicate the temperature of the water in each tank of the machine and temperature of the final rinse water as it enters the manifold.

12.2.1.2 Dishwashing entrances and wash and rinse water tanks will be protected by baffles, curtains, or other effective means to minimize the entry of wash water into the rinse water and minimize the escape of heat and moisture. Do not operate



**Logistics Civil Augmentation Program (LOGCAP)
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dishwashing machines without the baffles and curtains in place.

12.2.1.3 Separate drain boards will be provided for the proper handling of soiled utensils prior to washing and for drying of cleaned utensils after sanitizing.

12.2.1.4 Equipment and utensils will be flushed or scraped and, when necessary, soaked to remove large food particles prior to being washed in a dishwashing machine unless a pre-wash cycle is part of the dishwashing machine operation. Equipment and utensils will be placed in racks, trays, or baskets, or on conveyors in a way that food-contact surfaces are exposed to the unobstructed application of detergent wash and clean rinse waters.

12.2.2 Cleaned and sanitized equipment and utensils will be handled in such a manner that protects them from contamination. Spoons, knives, and forks will be touched only by their handles. Cups, glasses, bowls, plates and similar items will be handled without skin contact with inside surfaces that contact the user's mouth.

12.3 Storage

12.3.1 Cleaned and sanitized utensils and equipment will be stored at least 6" (15 cm) above the floor in a clean, dry location in a way that protects them from splashes, dust, and other possible sources of contamination. The food contact surfaces of fixed equipment will also be protected from contamination. Equipment and utensils will not be placed under exposed sewer lines or water lines, except for automatic fire protection sprinkler heads.

12.3.2 Utensils will be air dried before being stored or will be stored in a self-draining position.

12.3.3 Stored utensils, plates, saucers, bowls and cups, will be covered or inverted to protect them from recontamination. Facilities for the storage of knives, forks, and spoons will be designed and used to present the handle to the employee or consumer.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

13.0 Single-Service Articles

13.1 General

- a. Single-service articles will be stored at least 6" (15cm) above the floor in closed cartons or containers that protect them from contamination.
- b. Single-service articles will be handled and dispensed in a manner that prevents contamination from surfaces that may come in contact with food.
- c. Single-service knives, forks, and spoons packaged in bulk will be inserted into holders or be wrapped by employees who have washed their hands immediately prior to sorting or wrapping the utensils. Unless single-service knives, forks, and spoons are prepared or prepackaged, holders will be provided to protect these items from contamination and be presented to the customer handle first.
- d. Single-service articles will not be reused.

13.2 Prohibited Storage Area

The storage of food service equipment, utensils, or single-service articles in toilet rooms, vestibules, or utility rooms is prohibited.

14.0 Food Serving Line Cleaning and Sanitizing

14.1 Cleaning Serving Line Equipment

Serving/steam line equipment, utensils, and all other equipment in the serving or dining area in or on which food is prepared, held or dispensed, shall be cleaned after each meal with a sanitizing detergent solution.

15.0 Dining Area Equipment Cleaning and Sanitation

Dining tables tops and sides will be cleaned and sanitized as required. When table cloths are used, table tops and sides will be cleaned daily or as spillage occurs. The base and legs will be cleaned weekly. Dining chairs will be wiped to remove all foreign objects, smudges, food particles and liquids from the seat and back after each meal. The entire chair will be cleaned as required.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

16.0 Garbage and Trash

Containers will be kept covered except for those being actively used in food preparation areas. When full the containers will be removed to the proper storage area for pickup. DFAC will keep the area around dedicated DFAC trash Dumpster clean at all times. Immediately after garbage and trash is emptied, the soiled containers and covers will be thoroughly cleaned. The container washing area will also be cleaned following each use. If plastic can liners are used, containers and covers must be cleaned whenever soiled. Outside storage of unprotected plastic or paper bags containing garbage or refuse is prohibited.

17.0 Linen and Uniform Storage

Linens and other articles shall be stored in a clean place. If not protected from contamination by the physical confines of the storage facility, plastic or other appropriate coverings will be used. Soiled articles will be stored in non-absorbent containers or washable laundry bags.

18.0 Lavatories

18.1 General

Food Handling Personnel will not clean lavatories. If the lavatory is part of the food service facility, the cleaning of urinals, commodes, wash basins, slop sinks, and partitions will be accomplished using cloths, sponges, and disinfectant solutions used for no other purpose. Cleaning will remove all deposits and foreign matter under fixture edges, lips, and on all exposed surfaces. Mops, brooms, and brushes used in cleaning of lavatories will not be used for cleaning in any other areas.

18.2 Lavatory Supplies

If the lavatory is part of the food service facility, all paper towels, toilet paper, and hand soap dispensers will be adequately supplied at all times. All dispensers will be damp wiped and cleaned prior to refilling.

18.3 Insect and Rodent Control

BRS will conduct operations in a sanitary manner to prevent attractions of insects, vermin and rodents.



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

18.4 Drains

All drains will be kept closed and properly covered at all times.

19.0 Care and Custody of Government Property/Facilities

19.1 Security of Government Property/Facilities

Each DFAC Supervisor or Designated Lead will implement Key Control and Security procedures to secure all Government-owned BRS-operated facilities, and take all appropriate measures to prevent the loss of government property, to include foodstuffs.

20.0 Administrative Requirements

20.1 Reports

All reports and documents will be prepared as required.

20.2 Fiscal Accountability

20.2.1 Maintaining Subsistence Accountability Records

The Food Service Manager will check any required forms for completeness.

20.2.2 Safeguarding Controlled Forms

Controlled forms will be safeguarded for historical and audit purposes.

20.3 Correspondence

Food Services Manager will originate necessary correspondence and promptly reply to all correspondence and complaints relating to the food service functions.

21.0 Accident Reporting

Record of injury form will be prepared immediately upon occurrence of a job-connected injury. An accident Report will be completed and submitted to the safety office.

22.0 Hygiene and Cleanliness



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

22.1 General

Employees will maintain a high degree of personal cleanliness and will conform to good hygienic practices during all working periods in the foodservice facility.

22.2 Washing Hands

All food service personnel will wash their hands and exposed parts of their arms upon reporting for work and immediately after each visit to a lavatory. Additionally, hands will be washed after smoking, taking a break, before handling clean utensils/equipment, before starting food preparation, between handling raw and cooked or other ready to eat foods and after handling raw meat, poultry or garbage. Supervisors will post signs providing instructions for handwashing in conspicuous places. These signs will be in English and local language to ensure all food service personnel understand them.

22.3 Wearing Jewelry

With the exception of plain wedding bands and one post earring in each ear, all Food Service personnel handling food will not wear jewelry such as bracelets or similar items while preparing or handling food.

22.4 Fingernails

All food service personnel will have fingernails that are clean and cut short. Fingernails will be no longer than the fleshy tip of the finger. Wearing fingernail polish, artificial nails, or other fingernail decorations is prohibited.

22.5 Facial Hair

All food service personnel will be clean- except those neatly trimmed mustaches are permissible.

22.6 Hair Restraints

All food service personnel will wear effective hair restraints, caps, hats or hairnets. Personnel with hair that cannot be adequately restrained will not be permitted to work.

22.7 Training



**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6B

All food service personnel will be instructed in the principals and practices of foodborne illness prevention and first aid for choking. Educational programs, signs, and other instructional or directive material will be developed in the native language of the foodservice personnel.

23.0 Health

- 23.1 DFAC Supervisor or Designated Lead will inspect food service personnel at the start of each day for any, infected wounds, open sores or acute respiratory infection. Personnel with evidence of any health problem will not be permitted to work in any capacity where there is likelihood of food-contact surface contamination with pathogenic organism or transmitting disease agents to others.
- 23.2 A copy of current physical examination of Food Services personnel will be filed with BRS. Physical examination documentation and the physician performing the examination are subject to BRS approval. BRS shall furnish any documentation requested to establish the examining physician's qualifications and/or credentials. Physical examination documentation is considered confidential and access is limited to BRS and client personnel with a need to know.

24.0 Uniforms

Employees will wear the BRS-furnished uniform only when on duty. Uniform will be freshly laundered, well-fitting and changed daily by each employee. They will have long trousers and shirts with long/short sleeves. Shoes will be sturdy construction and will cover the foot to meet sanitation and safety requirements.



Brown & Root Services

HEADCOUNT OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
HEADCOUNT OPERATIONS**

SOP No. 6C

To provide headcount support for all Brown and Root Services (BRS) operated Dining Facilities within the Area of Operations (AO).

2.0 Scope

This procedure covers the Headcount operations within the LOGCAP 3 Support Contract.

3.0 Procedures

- 3.1 The BRS headcounter is responsible for accurately accounting for each individual admitted to the dining facility.
- 3.2 BRS will ensure that the headcount station is in direct view of customers entering the dining facility.
- 3.3 The headcounter shall greet customers and identify under what category they are subsisting (e.g. US Military, Contractor, Multinational Contributing Nations, etc.). After identifying the customer's category, the headcounter will then enter on the form the last four numbers of the SFOR/KFOR badge in the appropriate column. Branches of the US Military may sign the appropriate form themselves by entering either their last four SSN or the last four SFOR/KFOR badge numbers on form 3032.
- 3.4 The headcounter will ensure all personnel signing to consume a meal, are authorized to subsist in the DFAC. The US Army is responsible for providing a Food Matrix of categories of personnel authorized to subsist in the DFAC (reference - AR 30-1). The headcounter will ensure that all diners sign the correct headcount sheet.
- 3.5 All one-line entries will be recorded on the DA Form 3032 by the headcounter and include:
 - How many personnel subsisted.
 - The unit or contractor name to whom the meals were provided.
 - Signature of the person that picked up the meals.
- 3.6 When the total number of signatures in one category for all three meals in one day does not exceed 82, only one DA Form 3032 will be required for that day. In such cases, the headcounter will close out that portion of the sheet used for breakfast and lunch by entering his or her signature and date on the next unused line. After the dinner meal is served, all unused lines will be lined out.



**Logistics Civil Augmentation Program (LOGCAP)
HEADCOUNT OPERATIONS**

SOP No. 6C

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- 3.7 Upon completion of each meal, the headcounter will void all unused lines on the DA Form 3032 by drawing a line from the upper left corner to the lower right corner.
 - 3.8 The headcounter will explain any errors made on the DA Form 3032 in the remarks section provided on the reverse side of the DA Form 3032. Once the DA Form 3032 is completely filled out, the headcounter will sign the form.
 - 3.9 At the end of each meal, the headcounter will total up the number of meals in each category and annotate it on the BRS Form Weekly Headcount Report in the appropriate block.
 - 3.10 The DFAC Supervisor will review all the DA Form 3032's and sign on the line marked Food Service Sergeant. The headcounter will then turn in the entire day's headcount to a designated location so that it may be recorded on a consolidated BRS weekly headcount report form.
 - 3.11 The BRS DFAC Supervisor will ensure the headcount stations are manned at all times.
 - 3.12 All 3032's and BRS Forms will be turned into a designated collection point, by each area of operation, as required.

4.0 Reporting Requirements

- 4.1 BRS shall collect and submit BRS weekly headcount reports to the appropriate US Forces Food Service Officer/NCO (reference local US Forces policies in effect) as required.
- 4.2 In addition to weekly reporting, each BRS Country Food Service Manager/Coordinator will prepare and submit a monthly roll-up report of the data present on the BRS Form and weekly headcount reports.
- 4.3 The Theater Food Service Manager will transmit the roll-up report to the USAREUR Food Service Advisor (reference policies established by USAREUR ODCSLOG).



Brown & Root Services

ICE PLANT OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
ICE PLANT OPERATIONS**

SOP No. 6D

To establish procedures for the operation of the Brown & Root Services (BRS) Ice Plant operation in support of the LOGCAP 3 Support Contract.

2.0 Scope

BRS will produce bagged ice for the customer's consumption, ensure adequate ice is available to support the customer and Dining Facilities (DFAC'S) at all times, and ensure sanitation standards are maintained.

3.0 Procedures

3.1 Sanitation

3.1.1 Inspections will be conducted by BRS QA/QC Department and by the Government Preventive Medicine.

3.1.2 Signs approved by BRS will be posted as required to inform employees and others of sanitation procedures. Signs shall be translated into the local language.

3.1.3 Facility must be cleaned daily.

3.2 Outbreak of Disease

During actual or suspected food borne or communicable disease out breaks, BRS will make the facility, equipment, product and employee's available for questioning and testing by medical and other investigative personnel.

3.3 Handling and Storage

3.3.1 Ice will be protected against contamination from dust, insects and rodents, unclean utensils, work surfaces, unnecessary handling, flooding, drainage, overhead leaks and other sources.

3.3.2 Sanitary gloves must be worn when handling ice.

3.3.3 Proper dispensing utensils will be used by employees and stored in an approved sanitizing solution.

3.4 General Requirements



**Logistics Civil Augmentation Program (LOGCAP)
ICE PLANT OPERATIONS**

SOP No. 6D

- 3.4.1 Food from other sources than the DFAC will not be stored or consumed in the facility.
- 3.4.2 Non food contact surfaces of equipment shall be cleaned as often as necessary to keep equipment free of accumulation of dust, dirt, and other debris.
- 3.4.3 Wiping cloths, single paper towels or disposable cloths are preferred to re-usable wiping cloths.
- 3.4.4 Garbage and trash, containers shall be kept covered.

3.5 Employee Hygiene and Cleanliness

Refer to Food Service Standard Operating Procedure (SOP).

3.6 Documentation and Storage of Supplies

- 3.6.1 All receivables will be placed in an inventory log and stock card as they are received
- 3.6.2 All products are stored and maintained to protect the integrity of the product.

4.0 Security

- 4.1 All containers will be kept locked and building secured when not in use.
- 4.2 Contact BRS Security if there is any sign of tampering or entering the facility or storage containers by unauthorized personnel.
- 4.3 Contact BRS Security if there is a discrepancy noted in inventory balances.

5.0 Safety

- 5.1 The Ice Plant is a hazardous work place. Electrical shock, moving machinery and loud noise is of prime concern. All employees must be fully aware of these hazards, what precautions are required and what immediate action should be taken in the event of a fault.



**Logistics Civil Augmentation Program (LOGCAP)
ICE PLANT OPERATIONS**

SOP No. 6D

- 5.2 A safety inspection will be conducted of the facility each day by the site supervisor.
- 5.3 Accidents will be reported upon occurrence of a job connected injury. An accident Report shall be completed and submitted to the Safety office and Food Service office.

6.0 Equipment Operation and Maintenance

Refrigeration and production plant equipment will be operated and maintained per manufacturers operating and maintenance manuals.



Brown & Root Services

SUBSISTENCE TOTAL ORDERING AND RECEIPTING ELECTRONIC SYSTEM STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
SUBSISTENCE TOTAL ORDERING AND RECEIPTING**

SOP No. 6E

This Standard Operating Procedure (SOP) is designed to establish procedures for the Subsistence Total Ordering and Receipting Electronic System (STORES).

2.0 Scope

This SOP covers Brown and Root Services (BRS) STORES Operations within the LOGCAP 3 Support Contract.

3.0 Responsibilities

3.1 The STORES Operator Specialist has overall responsibility for ensuring all required inputs/actions are properly completed/entered into STORES so the Government can provide uninterrupted Class I support to all Dining Facility Operations.

3.2 The STORES Operator Specialist is responsible for the day to day operations of the STORES Section.

4.0 Procedures

4.1 STORES Computer Operator Specialist Functions

4.1.1 STORES Operator Specialist

Specific duties include:

- a. Downloads weekly catalog from Defense Supply Center Philadelphia (DSCP).
- b. Inputs orders and receipts for all subsistence supplies into STORES based on input from Dining Facility Operations.
- c. Occasional travel required to other areas including CONUS and OCONUS.
- d. Consolidates requisitions for subsistence from all Dining Facility Operations.
- e. Coordinates for Direct Vendor Delivery (DVD) of subsistence orders for Base Camps.



Logistics Civil Augmentation Program (LOGCAP)
SUBSISTENCE TOTAL ORDERING AND RECEIPTING

SOP No. 6E

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- f. Maintains an inventory of Government Furnished Material (GFM) at the Prime Vendor warehouse and makes recommendations to ensure stock levels are adequate at all times.
 - g. Reviews and makes recommendations to the US Government Representative on short and long range inventory management requirements.
 - h. Updates recapitulation of menu components, including issue factors, into the STORES system. Discrepancies noted will be reported to the US Government Representative for correction upon approval.
 - i. Places orders using an Issue Frequency Schedule established by the US Government Representative.
 - j. Investigates all reports regarding discrepancies in service or condition of shipments. Recommends corrective action to the appropriate agencies/personnel. Provides Dining Facilities Base Camps with verbal or written responses.
 - k. Ensures accurate head-counts are entered into STORES system for Dining Facility and information is passed on to the Prime Vendor Contractor.
 - l. Ensures daily and monthly backups and purges are completed.
 - m. Inputs changes to Menu provided by the US Government Representative and BRS.
 - n. Maintains files and prepares briefings, reports and updates as required.



Brown & Root Services

FOOD SERVICE OPERATIONS

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
FOOD SERVICE OPERATIONS**

SOP No. 6

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<u>TITLE</u>	<u>IDENT.NO.</u>
• Class I Re-distribution SOP	SOP No. 6A
• Food Service Operations SOP	SOP No. 6B
• Headcount Operations SOP	SOP No. 6C
• Ice Plant Operations SOP	SOP No. 6D
• Subsistence Total Ordering and Receipting Electronic System SOP	SOP No. 6E



SOP No. 7

Brown & Root Services

CLASS III OPERATIONS

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
CLASS III OPERATIONS**

SOP No. 7

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<u>TITLE</u>	<u>IDENT. NO.</u>
• Aircraft Refueling SOP	SOP No. 7A
• Class III Operations SOP	SOP No. 7B
• Petroleum Laboratory Operations SOP	SOP No. 7C



Brown & Root Services

AIRCRAFT REFUELING STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIRCRAFT REFUELING**

SOP No. 7A

TABLE OF CONTENTS

	PAGE
1.0 Purpose	
To establish procedures and guidelines for aircraft refueling, quality control, inventory control, safety, hazardous waste and spill prevention/clean up, and fire training.	
2.0 Scope	
This Standard Operating Procedure applies to the LOGCAP 3 Support Contract.	
3.0 Procedures	
3.1 Tank Truck PMCS	
3.1.1 Before operations, checks will be conducted daily on all refueling vehicles.	
3.1.2 Defueling operations will be conducted as needed.	
3.1.3 Prior to dispensing fuel the following must be performed:	
<ul style="list-style-type: none">● Drain any water from filter separator.● Re-circulate 50% of the fuel in the tanker.● Perform an aqua-glow test and record results.● A visual test is required to check for contamination (sediment, commingling and water). To perform the visual test, use a clean clear bottle with a cap. Fill bottle 75% full, then twirl the fuel inside and check for sediment and filter threads. Also look for free water at the bottom of the bottle. The appearance should be clear and bright. Maintain sample for 24 hours.	
3.2 Aircraft Refueling Operations	
3.2.1 All aircraft refuelers/operators will be qualified personnel.	
3.2.2 All vehicles issuing fuel on airfield will have 4 way flashers on or an airfield flag on vehicle. Refuel vehicle will not park closer than 10 feet from aircraft, ensuring at least 20 feet from aircraft fill port to	



**Logistics Civil Augmentation Program (LOGCAP)
AIRCRAFT REFUELING**

SOP No. 7A

vehicle exhaust. Vehicles will not be driven closer than 25 feet from aircraft without ground guide and not closer than 10 feet.

3.2.3 Parking of fuel tanker prior to refueling. The following must be done:

- Set tanker emergency brakes.
- Chock vehicle wheels (2 minimum).
- Place fire extinguisher 5 ft. from fill port.
- Bond tanker to grounding rod then bond tanker to aircraft.

3.2.4 Refuel Operation

- Bond nozzle to aircraft through bonding plug.
- Open fill port and attach nozzle or place open port nozzle in fill port. Refuel aircraft. Reverse order when finished.
- PPE will be eye and ear protection, safety vest and gloves.

4.0 Accountability

4.1 Anytime fuel is issued, the issue will be recorded on the appropriate issue document. This form is to be filled out daily. At the end of the day all forms for accountability will be turned into the Fuel Office.

4.2 All issues and receipts will be recorded on the daily SITREP.

5.0 Safety

5.1 Report promptly any condition you feel is hazardous or unsafe, such as leaks of any kind, or equipment in a dangerous condition.

5.2 Inspect equipment, safety devices, and work areas frequently to ensure safety and to correct hazards.

5.3 Personnel working where petroleum vapors may be present will not wear shoes that have metal plates or exposed nails that may produce sparks.

5.4 When filling aircraft with hand service nozzle, keep the filling spout in contact with the aircraft.

5.5 Stop refueling operations when there are lightning discharges in the immediate area. Five miles utilizing the "flash to bang" method for determination of distance.



**Logistics Civil Augmentation Program (LOGCAP)
AIRCRAFT REFUELING**

SOP No. 7A

- 5.6 No work will be performed on aircraft during refueling.
- 5.7 Do not use a flashlight within 50 feet of refueling operations unless it is an approved explosion proof type.
- 5.8 Do not allow any open flame devices within 50 feet of a refueling operation.
- 5.9 Do not use notched-handle refueling nozzles. Do not block open the mechanism of hand service nozzle.
- 5.10 Never wear nylon clothing when handling petroleum because high electrostatic charges build up in nylon.
- 5.11 All refueling operations will use proper bonding and grounding procedures.

6.0 Spill Control

- 6.1 Petroleum, Oil and Lubricants (POL) parking areas and fuel tankers conducting refuel missions will have immediate access to absorbent materials (spill kits).
- 6.2 POL handlers will receive spill control and clean-up training and be familiar with the BRS spill response procedures.

7.0 Fire Fighting

All POL handlers will receive fire extinguisher training.



Brown & Root Services

CLASS III OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
CLASS III OPERATIONS**

SOP No. 7B

References:

- **FM 10-67-1**
Concept and Equipment of Petroleum Operations 2-Apr-98
- **FM 10-67-2**
Petroleum Laboratory Testing and Operations 2-Apr-97
- **MIL-STD-3004**
Quality Surveillance for Fuels, Lubricants, & Related Products 1-Nov-99
- **DA Pam 710-2-1**
Using Unit Supply System (Manual Procedures) 31-Dec-97
- **DA Pam 710-2-2**
Supply Support Activity Supply System (Manual Procedures) 30-Sep-98



**Logistics Civil Augmentation Program (LOGCAP)
CLASS III OPERATIONS**

SOP No. 7B

1.0 Purpose

To establish procedures for the safe receipt, storage, issue, quality assurance, and accountability of Fuel.

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract.

3.0 General

Brown and Root Services (BRS) provides Bulk Fuel Tank Farms, Retail Fuel Points and Fuel Delivery in support of U.S. Forces as directed.

3.1 BRS procedures are tailored based on the source and manner of supplying the fuel to BRS, according to systems established by the client.

3.2 Fuel requirements will be forecast per procedures established by the client.

4.0 Procedures

4.1 Pre-operational checks will be performed on all equipment prior to receiving or issuing fuel.

4.2 Retail fuel will be issued only to equipment authorized by the U.S. Government.

4.3 All operators of fuel trucks leaving Camp/site will notify the POC designated by BRS Management of their departure, destination and estimated time of return (ETR).

4.4 Only approved routes will be traveled unless authorized to deviate from the route by BRS management.

4.5 Loading and unloading procedures are done in reference with FM 10-67-1.

4.6 Prior to de-fueling any tank, verify whether fuel is contaminated.

4.7 Upon arrival of fuel to the Bulk Storage Tank Farm, collect and inspect all accompanying documents, verify the information therein, and complete the receipt log. If the fuel is delivered by a commercial source (to include rail tank car), go to paragraph 4.8.



**Logistics Civil Augmentation Program (LOGCAP)
CLASS III OPERATIONS**

SOP No. 7B

4.8 Commercial Fuel Deliveries

4.8.1 Seals: Use a seal system to safeguard fuel quality and quantity.

4.8.1.1 Verify the seal number on the tank matches that on the accompanying documentation.

4.8.1.2 Check seals for signs of tampering. Notify supervisory chain if there is any sign of tampering.

4.8.1.3 Fill out DA Form 3857 (Checklist for Deliveries of Bulk Petroleum Products) prior to downloading fuel.

4.8.2 Quality Check: Perform a visual check and an "All level Type C" test.

All level Type C test:

- Take representative sample from each fuel compartment of tanker and combine into composite sample for testing.
- Take temperature of fuel at time of sampling.
- Mark sample container with temperature, time, and tanker number.
- Fill out a DA Form 1804 Sample Card or prescribed equivalent; this accompanies sample.
- Send sample and card to designated site for testing.
- Do not offload fuel until test results are completed and results are within specifications.

4.9 Water Removal

4.9.1 Drain water from the drain cock on above-ground tanks; on fuel bladders, drain water from the bottom drain hose.

4.9.2 All such drained water is classified as hazardous material; handle and dispose of it accordingly.

4.10 Reporting

4.10.1 Provide a fuel report daily to the supervisory chain including quantities received, issued and balance remaining. All volumes will be in U.S. gallons.

4.10.2 The supervisory chain will in turn submit a consolidated daily fuel



**Logistics Civil Augmentation Program (LOGCAP)
CLASS III OPERATIONS**

SOP No. 7B

report to the designated BRS POC for SITREP reporting.

- 4.10.3 Maintain DA Form 2765-1's (Request for Issue or Turn-in) on site until turned in to the prescribed military POC at the end of the month.
- 4.10.4 Complete and forward DA Form 3644 (Monthly Abstract of Issues of Petroleum Product) and 4702-R (Monthly Petroleum Accounting Summary) to the supervisory chain for review.
- 4.10.5 The supervisory chain will submit the above forms and all supporting documentation monthly to the designated military POC.

5.0 Retail Fuel Accountability

- 5.1 Maintain records of fuel received and distributed, to include the date, time, quantity and location. Fuel delivered should, whenever feasible, be signed for by a representative of the site/camp management. When delivering to unmanned sites, the driver will fill out the receiver portion as well. Maintain fuel accountability documents as an "audit trail".
- 5.2 Measure, using calibrated gauging stick, the quantity of fuel contained in the holding tanks of retail fuel vehicles at the start of each working day. Record the quantity on hand as "opening balance" on the Vehicle Daily Fuel Log (see Enclosure 1). This is to ensure that there is no discrepancy from the previous recorded closing balance. Report any discrepancies to the attention of supervisor.
- 5.3 Seal or lock all fuel distribution vehicle tanks at end of shift daily. Record seal numbers on Vehicle Daily Fuel log at end of shift.
- 5.4 Maintain Vehicle Daily Fuel Logs by day and GP number order. Maintain a Vehicle Daily Fuel Log for each retail fuel vehicle, including inactive vehicles. Annotate logs for inactive vehicles with, for example, "Vehicle In Maintenance", "Vehicle Not Required" or whatever is appropriate. Account for each retail fuel truck each day. Period of retail fuel accountability is 24-hours; closeout time will be dictated by management.
- 5.5 The supervisory chain will verify Vehicle Daily Fuel Logs, SITREP and fuel calculations. Do not use 'white out' for corrections; line through and initial all errors.
- 5.6 Record fuel receipts, issues, de-fuels and transfers on the Daily Vehicle Fuel Log.



**Logistics Civil Augmentation Program (LOGCAP)
CLASS III OPERATIONS**

SOP No. 7B

- 5.7 Prior to receiving fuel into either Retail or Line Haul vehicles, use a calibrated gauging stick to measure the fuel already on hand. This is to confirm actual quantity on hand matches the balance on the Vehicle Daily Log Sheet.
- 5.8 Verify that receiving tank(s)/bladder(s) have enough capacity to receive the shipment.
- 5.9 Take precautions to prevent spillage. Place drainage tubs/containers under hose connections, faucets, etc.
- 5.10 On completion of the fuel receipt, record the appropriate meter readings, then re-gauge to verify quantity in the tank. Subtract the quantity previously on-hand from the quantity in the tank; the difference is the amount received. Annotate and sign for the amount received on the Bulk Fuel Issue Sheet (DA Form 2765-1 or prescribed equivalent- see Enclosure 2) and Bulk Fuel Log. Annotate and sign for the same on the Daily Vehicle Fuel Log. If using a seal system, place new seals on the tank.
- 5.11 Top off fuel delivery vehicle tanks by the end of the shift.
- 5.12 Record fuel-dispensing vehicles' totalizer readings daily.
- 5.13 Close out and sign Daily Vehicle Fuel Logs and hand in for balance validation. Draw a new Daily Fuel Log annotated with the opening balance. Supervisory chain will verify issues, receipts and closing balance and file the Vehicle Fuel Log. Report any discrepancies to the attention of supervision.

6.0 Equipment Maintenance

6.1 Filter Effectiveness Test

Perform a filter effectiveness test on all fuel filter separators every 30 days.

6.2 Fuel Meter Inspection

Check all fuel meters daily; report unserviceable meters to the attention of supervisor.

7.0 Fire Fighting Plan

- 7.1 All Fuel Point operations require emphasis on fire control and prevention.



**Logistics Civil Augmentation Program (LOGCAP)
CLASS III OPERATIONS**

SOP No. 7B

- 7.2 Place appropriate fire extinguishers (Dry powder/Carbon Dioxide/foam – minimum 50 lbs.) at pumping unit, receiving/issuing point and storage areas.
- 7.3 Place fire extinguishers where personnel can easily and quickly get to them.
- 7.4 Post a map of the area showing the location of all fire extinguishers.
- 7.5 All site personnel will be trained in basic fire fighting.
- 7.6 A fire evacuation plan will be implemented and practiced.

8.0 Safety

****** NOTE******

**AT NO TIME WILL PERSONNEL OVERRIDE ANY DEVICE / EQUIPMENT
DESIGNED AS A SAFETY MEASURE
(e.g., chocking the deadman or hand nozzle with a foreign object)**

- 8.1 Smoke in designated areas only.
- 8.2 Post “No Smoking” signs where they can be seen.
- 8.3 Stage/position fuel vehicles as directed by the on-site fuel foreman. Once in position, turn off both vehicle and communications equipment.
- 8.4 Remain at a designated safe distance from fuel vehicles during fuel transfers.
- 8.5 Bond and ground all fuel equipment when transferring fuel.
- 8.6 Wear proper PPE at all times to keep fuel off skin and out of eyes, and to protect hearing when operating pumping equipment.
- 8.7 Control access of non-essential personnel and vehicles.
- 8.8 Keep work area free of any objects that may cause accidents.
- 8.9 The BRS on-site fuel lead will inspect the work area at the beginning and end of workday.



**Logistics Civil Augmentation Program (LOGCAP)
CLASS III OPERATIONS**

SOP No. 7B

-
- 8.10 Stop fueling operations (as applicable, this includes closing down the Tank Farm or Retail Fuel Point to customers) when there are lightning discharges within 5 miles. Monitor military communications channels for weather warnings whenever the potential for lightning exists. If no warnings are received from the military, but lightning is observed, one option is to use the "flash to bang" method to determine distance to the lightning. Count the number of seconds between the flash and the bang and divide by five to get the rough distance to the lightning. Twenty-five seconds or less from flash to bang will be cause for site closure.
- 8.11 Any employee has authority to close down the site for safety reasons. When this occurs, notify the established supervisory chain, who will in turn notify the client. Do the same when the site is re-opened.

CLASS III OPERATIONS
STANDARD OPERATING PROCEDURE

SOP No. 7B

Enclosure 2

DA FORM 2765-1 (REV. 7-10-21) REQUEST FOR ISSUE OR TURN-IN (DA FORM 2765-1)

SEND TO: 536 POL COMPANY APO NY 09227		REQUEST OF FROM: Co A 3d SFT BN APO 09260	
PART NUMBER: 9130001601818 QUANTITY: 4201500	PART NAME: 2345.40012 UNIT PRICE: .42	THIS DESCRIPTION: MDGAS	PREVIOUS DATA: C 9100 IL
PART NUMBER: 1500 QUANTITY: 1500	PART NAME: 6101 UNIT PRICE: 9.75	THIS DESCRIPTION:	PREVIOUS DATA:

Figure 10-2. DA Form 2765-1 (Request for Issue or Turn-In)

USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO RESTRICTIONS ON COVER PAGE

Brown & Root Proprietary Data



Brown & Root Services

PETROLEUM LABORATORY OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
PETROLEUM LABORATORY OPERATIONS**

SOP No. 7C

1.0 Purpose

To establish guidelines and procedures for the sampling and analysis of petroleum products.

2.0 Scope

This Standard Operating Procedure applies to the LOGCAP 3 Support Contract.

3.0 Responsibility

Only trained and qualified personnel will perform the testing and tasks of a petroleum analysis technician. The specific knowledge of petroleum characteristics and chemical properties is required to accomplish the analysis of the petroleum samples.

4.0 Procedures

- 4.1 The Transfer of Authority (TOA) binder will be maintained in the petroleum laboratory. This document, provided by the U.S. Army, contains the specific method of operation and procedures for the fuel-testing Laboratory. Detailed requirements are outlined for each test and procedure performed.
- 4.2 Applicable Technical Manuals, Field Manuals, Military Standard Military Specifications, and ASTM (American Standard Test Method) will be available for reference.
- 4.3 The cleanliness of the laboratory and equipment must be maintained at all times. Failure to do so can affect the results of the petroleum samples.
- 4.4 All testing equipment required to perform a Type C test will be available and operational. The laboratory and all equipment will be inspected at the beginning and end of each day.
- 4.5 The laboratory will perform analysis on all petroleum samples received within their capabilities. All samples requiring a full analysis to be performed will be submitted to the nearest military or DLA Petroleum Lab.
- 4.6 All sample results will be annotated on computer-generated forms. Detailed records of each sample tested will be filed in sequential order and a hard copy as well as a computer record maintained. Results will be forwarded to each customer for verification and notification.



**Logistics Civil Augmentation Program (LOGCAP)
PETROLEUM LABORATORY OPERATIONS**

SOP No. 7C

- 4.7 All bulk petroleum received will be sampled and submitted to the petroleum laboratory for analysis. Fuel will not be offloaded until the testing is complete and the fuel meets required standards. The laboratory technician will notify the individual department after the testing is complete.
- 4.8 AVGAS will be sampled and tested by BRS laboratory personnel. The testing will be IAW Air Force Technical Order 42B-1-1 and MIL-STD 3004. The laboratory will notify the requesting unit of all testing results by e-mail.

5.0 Safety

- 5.1 Prior to securing the laboratory at the end of the day, laboratory personnel will perform a safety and security inspection to ensure all equipment is turned off and the inspection form is initialed.
- 5.2 Only authorized personnel are allowed in the laboratory during the testing of samples.
- 5.3 Always use PPE when in the laboratory. Gloves and eye protection are mandatory when performing any testing in the laboratory.
- 5.4 MSDSs will be maintained in the laboratory for all fuel and chemicals used in the lab. Lab personnel will be familiar with the information contained in each MSDS.
- 5.5 A first aid kit, burn kit, and emergency eyewash are located in the laboratory. All personnel must be familiar with the use of each.

6.0 HazMat

- 6.1 All waste fuel generated by the petroleum laboratory will be disposed of when the waste container in the lab is full and at the end of the day. No waste fuel will be stored overnight. The waste fuel will be disposed IAW the Hazmat SOP.
- 6.2 A spill kit and absorbent material is maintained in the laboratory to clean up any spill. Any fuel spill will be cleaned up immediately and material used in clean up will be disposed of properly.



Brown & Root Services

SUPPLY SUPPORT ACTIVITY OPERATIONS

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
SUPPLY SUPPORT ACTIVITY OPERATIONS**

SOP No. 8

TABLE OF CONTENTS

<u>TITLE</u>	<u>IDENT.NO.</u>
• Air Force Supply Activity SOP	SOP No. 8A
• Ammunition and Explosives Storage Operations SOP	SOP No. 8B
• Central Issue Facility/Organizational Clothing and Individual Equipment Operations SOP	SOP No. 8C
• Container Handling Storage Area Operations SOP	SOP No. 8D
• Supply Support Activity SOP	SOP No. 8E



Brown & Root Services

AIR FORCE SUPPLY ACTIVITY STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
AIR FORCE SUPPLY SUPPORT ACTIVITY PROCEDURES**

SOP No. 8A

The purposes of this SOP is to define policies and procedures to assist assigned and attached personnel in understanding and applying the supply management concepts of issuing assets, property accountability, storage, and receipt of assets USING THE us Air force Supply System.

2.0 Scope

This Standard Operating Procedure applies to the LOGCAP 3 Support Contract.

3.0 Procedures

3.1 Issue Procedures

- Customers will request supplies through USAF supply channels by using AF Forms 2005 and 601.
- Section personnel will review and edit the requests for completeness and accuracy before acceptance.
- As issue requests are processed through the Standard Base Supply System, the due-out notice will be attached to the AF Form 2005.

3.2 MICAP Procedures

- The MICAP requirements are based on start/stop concept, the report period starts when the item is requisitioned and stops at the time of termination. Termination can result from the item being due-out released or the requirement being downgraded or canceled. The SBSS system provides for automated error correction.
- Intensive Management - Once a MICAP requisition is initiated, United States Air Forces Europe (USAFE) Regional Supply System (URSS) Ground Support MICAP Element has primary responsibility for sourcing and tracking MICAP issues.

3.3 War Readiness Spares Package (WRSP)/Readiness Spares Package (RSP)/Mission Support Kit (MSK)/Mission Readiness Spares Package (MRSP)

- The Supply Activity coordinates with the using activity to maintain and control the inventory, issue and re-stocking of



**Logistics Civil Augmentation Program (LOGCAP)
AIR FORCE SUPPLY SUPPORT ACTIVITY PROCEDURES**

SOP No. 8A

WRSP/RSP/MSK/MRSP kits supporting Air Traffic Control And Landing System (ATCALs) equipment or such other equipment that may be designated by competent authority.

- Requests to change authorized quantities and on hand balances may originate from Major Command (MAJCOM) or the customer. The Supply Activity will process these requests under the guidance of the URSS.

3.4 Receipt of Property

- Supply personnel will ensure that items received are correctly inventoried, perform a thorough item check for damage and make the necessary adjustments and notations prior to entering the receipt.
- Discrepant quantities or shipments will be reported to the stock control URSS element.
- The Supply Activity will maintain shipping document files. The following files will be maintained:
 1. AF Form 2005 - This file will consist of customer requests for issues, turn-ins, or Maintenance Supply Issues (MSI's). Files will have processed notices attached and will be in date/serial sequence.
 2. Receipt Document File - This file will consist of shipping documents from all sources of supply used to process property into the SBSS. This will also be maintained in date/serial number sequence.
 3. Due-out release file - This file will consists of signed AF Form 1348-1 used to indicate that the supply customer has received property. This file will be maintained in date/serial sequence by org/shop code.

3.5 Personnel List

Supply Personnel will maintain an authorization letter on file for individuals authorized to request and receive supplies.

3.6 Base Service Store (BSS)

3.6.1 Definition

The Base Service Store (Contingency) is a supply distribution outlet for small repetitive requirements of administrative supplies, general office use and janitorial items, standard forms, and XB3 items required



**Logistics Civil Augmentation Program (LOGCAP)
AIR FORCE SUPPLY SUPPORT ACTIVITY PROCEDURES**

SOP No. 8A

for the official needs of supported agencies. A BSS will be established only if local needs dictate. When customers require large quantities or items not carried in the Base Service Store, they should have the Supply Activity requisition them from the applicable Government Services Agency (GSA) supply distribution facility or the SSA.

3.6.2 The Supply Activity will maintain and manage the BSS inventory with a system that will control and account for all items. An offline inventory will be maintained and items will be replenished as necessary.

3.7 Shipments (Directive/Non-Directive)

Supply personnel will familiarize themselves with the proper documentation for shipping supplies. DD Forms 1348-1A and 1149.

3.7.1 Directed Shipment

Directed shipments include all materiel shipped by operating bases in response to one of the demands listed below:

1. Redistribution orders.
2. Referral orders.
3. Replies to reports of customer excess.
4. Shipping orders

3.7.2 Non-directed Shipment

Non-directed shipments result from local management decisions (base level or major command) that force the shipment and/or redistribution of base operating stocks. Unlike directed shipments, non-directed shipments occur without redistribution orders or referral orders. Non-directed shipments are of two types:

1. Special Shipments

Special shipments result from authorized base-to-base transfers for lateral support. Shipments to local vendors for exchange value type items and returns are also considered special shipments.

2. Automatic Shipments

Automatic shipments result from the turn-in of unserviceable (repairable) materiel managed by the Air Force and authorized for



**Logistics Civil Augmentation Program (LOGCAP)
AIR FORCE SUPPLY SUPPORT ACTIVITY PROCEDURES**

SOP No. 8A

automatic return to a storage site, a specialized repair activity, or a contract facility for depot level repair.

3.7.3 Transfer

Supply personnel will be involved with the movement of materiel to the DRMO regardless of whether the transfer is directed or non-directed. The term organizational transfer refers to materiel transferred directly to DRMO by organizational level activities without first being processed by the SBSS.

3.8 Turn-in Process

The supply personnel will identify and turn-in serviceable and unserviceable items to the appropriate agency. The only items that may be disposed of as trash are items that have no required demilitarization actions (XB3 Items) and no potential value to the government through future use or resale by the DRMO, either in its current configuration or for its basic materiel content. All items requiring demilitarization will be turned in to DRMO on a separate DD Form 1348-1A and not batch lotted or if local policy is applicable.

3.9 Cancellation

Cancellation by Supply Activity Cancellation may be done when an item cannot be supplied. The Supply Activity will use the correct status/cancellation justification codes to cancel dues-out on SBSS, notify the customer that cancellation of the due-out has occurred and coordinate with URSS Ground Support Element to cancel the Due-in. Supply personnel must do thorough research before initiating a cancellation.

3.10 Post-Post Procedures/SBSS Outage (MICAP ONLY)

- Supply personnel will establish and implement procedures for off-line processing of requests when the SBSS is not functional. This procedure will ensure that maximum time is reflected in the requisitioning phase and items will not be delayed.
- Establish communications with the URSS to provide mission support.
- Supply personnel will immediately notify management and provide a detailed problem description to the URSS Computer Operations Element.

3.11 Equipment Management Process



**Logistics Civil Augmentation Program (LOGCAP)
AIR FORCE SUPPLY SUPPORT ACTIVITY PROCEDURES**

SOP No. 8A

Supply personnel and Brown & Root Services (BRS) Property Department will ensure that property accountability and supply discipline are enforced.

3.12 Administration and Management

Supply personnel will maintain on hand or on order current copies of pertinent information, manuals, and regulations. These tools are references to be used to ensure that all facets of the operation are implemented, maintained, and enforced.

3.13 Management Reports Overview

Daily MICAP Board: MICAP Asset Sourcing System (MASS)

Generated: Daily Frequency: Daily

Daily MICAP Board is a listing that captures the status of the sourcing and tracing function the URSS MICAP Element is performing with each MICAP Issue.

(D23) Due In From Maintenance Listing: SBSS

Generated: Daily Frequency: Weekly

This listing provides a means for organizations to review items due-in from maintenance.

(D18) Priority Monitor Report: SBSS

Generated: Daily Frequency: Weekly

This report provides data for current review of high priority, Urgency of Need Designator (UND) A and B, due-outs.

(R52) Non-Airborne Readiness Spares Package Listing: SBSS

Generated: On Request Frequency: As Needed

(R14) Custody Authorized/Custodian Receipt Listing (CA/CRL): SBSS

Generated: Weekly Frequency: As Needed

(D04) Daily Document Register: SBSS

Generated: Daily Frequency: As Needed

This register provides a means for organizations to review all document numbers processed during the day by the SBSS.

(M30) Due-Out Validation Listing: SBSS

Generated: Monthly Frequency: Monthly



**Logistics Civil Augmentation Program (LOGCAP)
AIR FORCE SUPPLY SUPPORT ACTIVITY PROCEDURES**

SOP No. 8A

This monthly listing provides a means to monitor and verify that each due-out is still a valid requirement.

3.14 Repair Cycle Overview

Supply personnel will familiarize themselves with the concept of the repair cycle support system. This system establishes control of all unserviceable repair cycle assets from the time they are generated until returned to Base Supply as serviceable or unserviceable. The Supply Activity is the function responsible for managing the repair cycle system. Repair cycle assets are items with Expendability Repair Recovery Code (ERRCD) of XD(x) or XF(x). They are also known as "Due in From Maintenance" or DIFM items. The objective of the repair cycle system concept is to obtain the greatest benefits from the base maintenance shops (as appropriate, but usually not available in contingency locations). DIFM items must be returned to Supply as quickly as possible. The DIFM managers in Supply and Maintenance must make every effort to process repair cycle items as soon as possible.



Brown & Root Services

AMUNITION AND EXPLOSIVES STORAGE OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AMMUNITION AND EXPLOSIVES OPERATIONS**

SOP No. 8B

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to define procedures for Ammunition and Explosive (A&E) storage operations.

2.0 Scope

This SOP is applicable to all personnel assigned or attached to Brown and Root Services (BRS). Responsibilities include, receipt, storage, inspection, issue, turn-in, inventory, disposition of residue, packaging material and other missions associated with the management of A&E. The storage locations will be operated to comply with the statement of work and will remain open during established operating hours.

3.0 Procedures

3.1 Receipt

A&E arrives with DD Form 1348-1. BRS personnel will verify Department of Defense Identification Code (DODIC), National Stock Number (NSN), lot number and quantity received and process the DD Forms 1348-1. Process receipt procedures can be found in applicable regulations.

3.2 Storage and Inspection

- A&E will be stored in the appropriate location according to its security category, operational requirements, net explosive weight, and compatibility. A&E will be stored with reference to the explosive storage license provided by the government.
- A&E will be stacked and segregated by lot number and condition code. A DA Form 3020-R, Magazine Data Card (MDC) will be maintained on each stack of ammunition.
- A&E will be re-warehoused as necessary in order to maintain an accurate inventory and meet operational requirements. Housekeeping and lot separation will also be followed.
- BRS employees will assist Quality Assurance Specialist Ammunition Surveillance (QASAS) in inspecting all opened or unsealed A&E containers turned-in to the storage operation. BRS employees will assist QASAS in periodic/receipt inspections of A&E as required.



**Logistics Civil Augmentation Program (LOGCAP)
AMMUNITION AND EXPLOSIVES OPERATIONS**

SOP No. 8B

3.3 Issues

- Issues are approved by the Ammunition Accountable Officer (AAO), or the unit's Division Ammunition Officer (DAO). Procedures for issue can be found in applicable regulations.
- Upon receipt of DA Form 581 (Request for Issue and Turn-in of Ammunition), a check for accuracy and completeness will be conducted. The request for issue will be processed upon verification of the DA Form 581.

3.4 Turn-in

- A&E turned-in will be inspected, repackaged, inventoried, processed and placed into storage.
- A&E will be re-packed in original containers. If original containers are unavailable, repack in suitable containers that are safe for storage and transport. Filler material will be added where necessary to ensure items are packaged tightly in containers.
- Re-packed containers will be marked with a minimum of: DODIC, lot number, quantity, nomenclature and condition code ("cc"), if other than "cc" A.

3.5 Inventory

The inventory of A&E stored will be conducted with reference to appropriate regulations. Joint inventories will be performed with unit representatives during issues and turn-ins.

3.6 Residue

Expended ammunition components and shipping containers will be inspected and disposed of with reference to local procedures and Defense Reutilization Marketing Office (DRMO) policies.

3.7 Records Keeping

Use of Standard Army Ammunition System-Modernization (SAAS-MOD) will be considered as part of United States Army Europe (USAREUR) overall automation management/ fielding plan. Records and documentation will be maintained with reference to applicable regulations.

4.0 Personnel



**Logistics Civil Augmentation Program (LOGCAP)
AMMUNITION AND EXPLOSIVES OPERATIONS**

SOP No. 8B

BRS shall provide a work force with the skills, knowledge, and training to satisfactorily perform the required services. Personnel will have the physical qualifications to meet safety requirements. BRS will maintain appropriate records required for employees.

5.0 Security Requirements

BRS personnel or any representative of the contractor entering the A&E storage site will abide by all security requirements and will be subject to security checks with reference to applicable regulations and written directives. BRS will neither invite nor permit unauthorized visitors to the A&E storage site without approval from the appropriate authority. All personnel, property, and equipment will be subject to search and seizure upon entering and leaving the storage site.

6.0 Physical Security

- All Class V items stored will be safeguarded with reference to policies and procedures contained in army regulations and written security directives.
- BRS shall establish a two-person rule for access to storage facilities containing Security Category I A&E.
- Only approved locks and locking devices will be used. BRS will implement a key control procedure as directed.

7.0 Safety

- All operations will be conducted with reference to Department of Defense (DOD), Department of the Army (DA), and applicable Theater safety regulations and policy letters.
- BRS personnel operating government vehicles shall possess a valid driver's license for the type of vehicle/equipment operated.
- BRS hazardous materials personnel shall be immediately notified of any situation involving hazardous waste or material.

8.0 Contingencies/Emergencies

BRS plan for contingencies and emergencies is military augmentation to the existing staff.



Brown & Root Services

CENTRAL ISSUE FACILITY/ ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
CENTRAL ISSUE FACILITY OPERATIONS**

SOP No. 8C

1.0 Purpose

To establish procedures for the Theater Operation of the Central Issue Facility (CIF).

2.0 Scope

Brown and Root Services (BRS) will provide management and oversight of the CIF Operation in support of the LOGCAP 3 Support Contract.

3.0 Procedures

The CIF provides support to customers authorized to receive, turn-in, or exchange Organizational Clothing and Individual Equipment (OCIE).

3.1 Signature Cards

All customers must be identified on completed signature cards (DA Form 1687 Notice of delegation of Authority – Receipt for Supplies) before conducting business with the CIF.

3.2 CIF Mission Related Tasks

- Receive, store, issue, turn-in and inventory items maintained on the CIF Property book.
- Perform Direct Exchange (DX) of OCIE for authorized customers.
- Provide CIF Property Book Office (PBO) with supporting documentation relating to CIF Transactions.
- Ensure all transactions conducted with Supply Support Activity (SSA) and other external activities are conducted with reference to regulations or with written PBO directives.

3.3 Exchange Procedures

3.3.1 Individual Exchange

Individual exchanges are permitted for personnel who have items on their clothing records. Individual clothing records will be checked

before the exchange is conducted. Items brought to the CIF for exchange must meet established criteria.



**Logistics Civil Augmentation Program (LOGCAP)
CENTRAL ISSUE FACILITY OPERATIONS**

SOP No. 8C

3.3.2 Bulk Exchanges

Bulk exchanges are normally conducted by unit representatives and permitted for those individuals who are authorized on signature cards. Clothing records will also be checked before a bulk exchange is conducted, and items brought to the CIF for exchange must meet established criteria.

3.3.3 Lost, Damaged, Destroyed OCIE

All OCIE which is lost, damaged or destroyed must be accounted for in accordance with PBO guidance or in reference to applicable regulations.



Brown & Root Services

CONTAINER HANDLING STORAGE AREA OPERATIONS STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
CONTAINER HANDLING STORAGE OPERATIONS**

SOP No. 8D

To establish procedures for operation of the Container Handling Storage Area (CHSA).

2.0 Scope

This Standard Operating Procedure applies to the LOGCAP 3 Support Contract.

3.0 Responsibilities

- 3.1 The CHSA Supervisor is responsible for the administration and operation of the container yard and to provide support to the Supply Support Activity (SSA).
- 3.2 The CHSA administration will log all containers, complete all Transportation Movement Requests (TMR) and utilize this information to prepare the daily container report.
- 3.3 The CHSA Admin staff will complete all forms and issue to drivers as required.
- 3.4 The Rough Terrain Container Handler (RTCH) operator will load and off load containers in the CHSA. RTCH support will be provided at other designated locations as required.
- 3.5 Provide MHE as required to support upload/download of various types of palletized cargo.
- 3.6 Transport 20 FT and 40 FT to SSA for processing, to include support to accomplish the turn-in and retrograde tasks.

4.0 Procedures

- 4.1 The drivers will provide all paperwork to CHSA Admin for processing upon entering container yard.
- 4.2 RTCH operator will download all containers and upload all containers designated ready for shipment. All other containers of cargo will be stored by category, until further notice to ship.
- 4.3 CHSA Administration will complete all forms and provide drivers with necessary paperwork before departure. Each form is filed and copies forwarded to the Branch Movement Control Team (BMCT).



Brown & Root Services

EQUIPMENT MAINTENANCE OPERATIONS

LOGCAP 3 Support Contract

Brown & Root Proprietary Data Source Selection Information See FAR 67.10

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Logistics Civil Augmentation Program (LOGCAP)
EQUIPMENT MAINTENANCE OPERATIONS

SOP No. 9

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<u>TITLE</u>	<u>IDENT.NO.</u>
• 10/20 Maintenance SOP	SOP No. 9A
• Air Base Directional Beacon Preventative Maintenance/Repair SOP	SOP No. 9B
• Airfield ATCALS Precision Measurement Eqpt Lab SOP	SOP No. 9C
• Airfield Information Technology Services SOP	SOP No. 9D
• Airfield Vehicle & Equipment Maintenance SOP	SOP No. 9E
• ATCALS Maintenance Control SOP	SOP No. 9F
• ATCALS Preventive Maintenance Inspection SOP	SOP No. 9G
• ATCALS Radar Maintenance SOP	SOP No. 9H
• ATCALS Radio Maintenance SOP	SOP No. 9I
• ATCALS TACAN Maintenance SOP	SOP No. 9J
• Consolidated Tactical Motor Pool SOP	SOP No. 9K
• Dining Facility Equipment Maintenance SOP	SOP No. 9L
• Direct Support Maintenance SOP	SOP No. 9M
• Emergency Airfield Lighting System SOP	SOP No. 9N
• Equipment Maintenance SOP	SOP No. 9O
• HVAC and Refrigeration SOP	SOP No. 9P
• Power Generation SOP	SOP No. 9R
• Prime Power Operation SOP	SOP No. 9S
• Supplemental Maintenance SOP	SOP No. 9T



Brown & Root Services

ORGANIZATIONAL/DIRECT SUPPORT MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
ORGANIZATIONAL/DIRECT SUPPORT MAINTENANCE**

SOP No. 9A

1.0 Purpose

To provide maintenance, repair and services to identified excess equipment utilizing the standards set forth in applicable Technical Manuals, including painting and body repairs as required to meet the 10/20 standard.

2.0 Scope

This Standard Operating Procedure applies to the LOGCAP 3 Support Contract.

3.0 Maintenance

3.1 Levels

Brown and Root Services (BRS) will perform operator, organizational and Direct Support levels of maintenance. Body repairs and painting of equipment may be subcontracted to local vendors as required.

3.2 Standards

All Equipment will be maintained using AR 750-1 PARA3-1, General Maintenance Policies. The TM-10/-20 Maintenance Standard is the condition of equipment when:

- a. The equipment is Full Mission Capable (FMC)
- b. All faults are identified using the "items to check" column of the applicable TM-10 series and TM-20 series Preventive Maintenance Checks and Services (PMCS) table:
 - (1) Corrective actions that are authorized at unit level, and for which parts are available have been completed.
 - (2) Required parts are requisitioned for faults that require them to complete corrective actions.
- c. Equipment services are performed within the scheduled service interval.
- d. All urgent and limited urgent modification work orders are applied.
- e. All authorized basic issue items are present and serviceable or on a valid requisition.

3.3 Verification

After completion of repairs the equipment will be subject to an acceptance inspection by a designated government representative to verify that standards have been met prior to shipment.

3.4 Status and Production Reporting



**Logistics Civil Augmentation Program (LOGCAP)
ORGANIZATIONAL/DIRECT SUPPORT MAINTENANCE**

SOP No. 9A

Equipment status and production will be reported through the BRS daily SITREP copied to PCO.

3.5 Army Oil Analysis Program (AOAP)

All eligible equipment will be enrolled under AOAP for initial samples to determine if there is existing contamination indicative of a mechanical deficiency. Oil analysis request will be generated using the Unit Level Logistic System-Ground (ULLS-G). Samples will be submitted to the Oil Analysis Lab. Procedures for submitting samples will be made available by servicing Army Oil Analysis Lab External SOP.

4.0 Unit Level Logistic System

This automated system will be utilized for supply functions.

4.1 Unit Level Logistic System-Ground (ULLS-G)

The Unit Level Logistic System will be utilized to generate requisitions, receive and track status of Class II, III and IX items as required.

4.2 Automation Support

STAMIS support will be provided by the TFE, CSSAMO. Procedures for requesting CSSAMO services are covered in their external SOP.

5.0 Supply

BRS will utilize an ARMY assigned DODAAC in order to facilitate supply requirements for this program.

5.1 Requisitions

Request for issue of repair parts, status and turn-in will be generated via diskette using the ULLS-G. Transactions will be sent to the SSA A DD form 687 Delegation of Authority signed by the Maintenance Manager will be submitted and on file at the SSA. Personnel must be listed on the 1687 to request and receive items from the SSA. Procedures for SSA services are covered in the SSA SOP.



Brown & Root Services

AIR BASE DIRECTIONAL BEACON PREVENTATIVE MAINTENANCE/REPAIR STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
AIR BASE DIRECTIONAL BEACON**

SOP No. 9B

1.0 Purpose

Establish procedures for the proper scheduled and unscheduled maintenance of directional beacons which support navigation into Air Bases.

2.0 Scope

This Standard Operating Procedure (SOP) is applicable to the LOGCAP 3 Support Contract.

3.0 Procedure

3.1 Scheduled Maintenance

3.1.1 Brown and Root Services (BRS) will provide generator service weekly per the existing BRS Generator SOP. In the event that any of the generators are non-US government property, the generator serial number will be used to order parts and track service vs. a government property number. A preventative maintenance checklist will be used to record the service.

3.1.2 At least monthly, BRS will check and clean all communications components that comprise the navigational systems at each beacon. A preventative maintenance checklist will be used to record this service.

3.1.3 BRS will provide refueling services to each beacon as required. Fuel levels will be verified weekly during the scheduled generator maintenance checks. Refueling efforts will be coordinated with the appropriate department.

3.2 Unscheduled Maintenance

3.2.1 Provide on-call, 24-hour, one-hour (road condition dependent) response, un-scheduled repair services as required.

3.2.2 The Air Base control tower will notify BRS Airport of inoperable beacons.

3.2.3 Information taken from the reporting agency will include: location of inoperable beacon (Inner, Middle, Outer, etc.), cause of outage (if known), time of outage (if known).



**Logistics Civil Augmentation Program (LOGCAP)
AIR BASE DIRECTIONAL BEACON**

SOP No. 9B

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- 3.2.4 BRS Airport Operations and Communications personnel will respond to beacon repair requests. If the outage is caused by a communications failure, BRS Airport Operations will notify the BRS Communications department.
 - 3.2.5 BRS Airport Operations will notify BRS Operations that BRS personnel are responding to off-site beacons and will give the beacon location (Inner/Middle/Outer, etc.).
 - 3.2.5.1 BRS Operations will notify Security that vehicles and personnel are transiting to repair off-site beacons.
 - 3.2.5.2 BRS Operations will notify BRS Airport Operations of any Security updates or issues.
 - 3.3 After beacon repair, BRS Airport Operations will notify the control tower to verify that the appropriate beacon is operational and to relay the nature of the outage, if known.
 - 3.4 BRS Security will conduct periodic inspections to check for signs of vandalism and tampering. BRS personnel should exercise caution prior to entering the facility prior to scheduled/unscheduled maintenance visits. If signs of tampering are observed, BRS Security will be notified prior to entry into the facility, and maintenance personnel will wait for further instructions.



Brown & Root Services

AIRFIELD ATCALs PRECISION MEASUREMENT EQUIPMENT LABORATORY STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
ATCALs PRECISION MEASUREMENT**

SOP No. 9C

References:

- **USAFE Supplements contained in AFI 21-116 Attachment 5**
- **AFI 21-113 AF Metrology and Calibration Program**
- **T.O. 00-20-14**
- **The current TMDE Coordinator's Handbook**

1.0 Purpose



**Logistics Civil Augmentation Program (LOGCAP)
ATCALs PRECISION MEASUREMENT**

SOP No. 9C

To establish Brown and Root Services (BRS), LOGCAP 3 Support Contract, procedures for management of Test, Measurement and Diagnostic Equipment (TMDE) precision measuring equipment items.

2.0 Scope

This procedure defines the BRS Air Traffic Control and Landing Systems (ATCALs), and Airfield Operations related equipment calibration procedures performed at the theater Precision Measuring Equipment Laboratory (PMEL).

3.0 System Description

3.1 The Technician assigned TMDE coordinator duties, will follow the appropriate procedures and directives.

3.2 An accurate accounting of TMDE equipment will be maintained by the TMDE Coordinator in the form of a Database. Items due calibration will be shipped by the TMDE Coordinator to PMEL prior to their due date. When items are shipped to PMEL they will be annotated as such. When items return from PMEL, they will be logged in and the PMEL account listing will be updated with the new calibration due dates.

4.0 Inventory Procedures

4.1 The TMDE Coordinator will maintain a current inventory of PMEL items. If not co-located, the alternate TMDE Coordinator will keep a copy on file.

4.2 The PMEL inventory will contain the following information on each piece of equipment: TMDE ID#, Due Date, Part Number, NSN, Cost, Serial Number, Noun, WUC, CA/CRL#, Location, Date Sent, Calibration Interval date, and Maintenance reference.

4.3 The Location and sent field will be annotated when the item is at the PMEL. The Due Date field will be updated when the item returns from the PMEL.

4.4 When a Work Center receives a new piece of TMDE, the TMDE Coordinator will be notified. The item's part number, stock number and serial number will be provided to the TMDE Coordinator by the Work Center's lead technician.

5.0 Shipment to/from TMDE Lab Procedures



**Logistics Civil Augmentation Program (LOGCAP)
ATCALs PRECISION MEASUREMENT**

SOP No. 9C

- 5.1 When an item is due calibration it will be sent to PMEL via Transportation Management Office (TMO). Two copies of the DD1149 shipping document will be filled out and processed through TMO.
- 5.2 When an item is due calibration, the owning Work Center will be notified by the TMDE Coordinator no less than 48 hours prior to shipment. The owning Work Center is responsible for marking the items for easy identification and retrieval. The TMDE Coordinator will set the items aside for pick-up. Pick-up times will be established at the time of shipment notification.
- 5.3 A copy of the DD1149 will be maintained in the PMEL accounts folder until each item listed on the DD1149 has returned. As each item arrives, the associated DD1149 will be initialed showing that the item has returned from PMEL.
- 5.4 If the item being sent for calibration is new to the PMEL account, a request for initial calibration will accompany the item. An AFTO 350 tag will be attached to the item.
- 5.5 If the item being sent for calibration requires an upgraded priority due to mission impact, a request for priority calibration, verified by the TMDE Coordinator and the ATCALs Supervisor, will be e-mailed to the PMEL scheduling element.
- 5.6 When an item returns from PMEL, the Due Date, Location and Date Sent fields will be updated on the PMEL database. If someone other than the TMDE Coordinator checks in the items, the following information will be forwarded to the TMDE Coordinator for inventory update; TMDE ID#, Nomenclature, Part Number, Serial Number and new Due Date. One copy of the packing list will be retained and placed in the historical files, one for the TMDE Coordinator and the other signed and forwarded to PMEL's scheduling element. When the shipment is received, the TMDE coordinate will notify the PMEL scheduling element.
- 5.7 When a Custodial Account/Custodial Request Log (CA/CRL) item returns from PMEL in a Not Repairable This Station (NRTS) condition, the owning Work Center CA/CRL monitor and BRS Property Department will coordinate disposal/replacement of the item.

6.0 Master Listing

The PMEL master account inventory is maintained by the PMEL and provided to the BRS TMDE Coordinator quarterly or upon request. This master account inventory will be reviewed quarterly to ensure that it matches the actual PMEL inventory. Discrepancies will be referred to the PMEL scheduling element.



**Logistics Civil Augmentation Program (LOGCAP)
ATCALs PRECISION MEASUREMENT**

SOP No. 9C

7.0 Deleting Items Procedures

To delete an item to the PMEL Master Listing a Request for Deletion memo, specifying which item is to be deleted, must be filled out and forwarded to the PMEL lab.

8.0 Malfunctioning TMDE

- 8.1 When a piece of test equipment is malfunctioning, an AFTO Form 350 tag describing the malfunction (discrepancy block only) will be filled out by the owning Work Center and attached to the item. The TMDE Coordinator will complete the form.
- 8.2 The person who experienced the malfunction will notify the owning Work Center's lead technician. The TMDE Coordinator will be notified and the item will be shipped to the PMEL for repair. The Work Center's lead technician will be listed on the AFTO Form 350 as POC for the JCN with PMEL in case more detail is required.



Brown & Root Services

AIRFIELD INFORMATION TECHNOLOGY SERVICES STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD INFORMATION TECHNOLOGY SERVICES**

SOP No. 9D

1.0 Purpose

This Standard Operating Procedure (SOP) provides procedures for Information Technology (IT) Equipment support for the LOGCAP 3 Support Contract.

2.0 Scope

This SOP establishes the standards for an effective and efficient IT Services Operation on the Airfield.

3.0 Mission

The mission of the IT Services Section is to provide automation support for all Computers, Monitors, Printers, Fax machines and Copy machines (Maintenance of Copy machines is subcontracted out), as required.

4.0 Equipment Maintenance Management Plan

4.1 The Brown and Root Services (BRS) IT Services Section Management Plan establishes the equipment requirements necessary for upgrades, repairs, and daily maintenance to maintain the highest possible readiness rate.

4.2 The plan of maintenance is to keep equipment in an optimized condition at all times and to maintain all computers and associated equipment.

4.3 On location support is accomplished and performed by IT personnel on a daily basis to insure early detection of discrepancies and to troubleshoot and correct system failures.

4.4 In shop work is performed by IT personnel for the purpose of troubleshooting to component level, repairing, and upgrading of computers and associated equipment that cannot be accomplished at user locations.

4.5 Safety is priority throughout all maintenance tasks.

5.0 IT Repair Work Order Procedures

5.1 The User initiates the work order by calling in or visiting the Maintenance Control Desk. Based on information received from the user the Job Control clerk assigns a work order number, enters appropriate information into the database, and assigns the work to the appropriate technician.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD INFORMATION TECHNOLOGY SERVICES**

SOP No. 9D

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- 5.2 A Work Order is prepared for all work performed, and is divided into two categories as indicated below:
- 5.2.1 Work order with no parts needed: The technician inspects/completes the work as assigned indicates the deficiency and corrective action taken and returns the work order to the Job Control Clerk who enters the information in the Database Log and closes out the work order.
- 5.2.2 Work order with parts needed: The technician researches the part, transcribes information onto the work order and checks with the parts clerk to determine if parts are on hand. If the parts are on hand, the technician is issued the parts and completes the work. If parts are not available, the technician submits the work order with all necessary information to order the part to the Automation support repair clerk. He then files the work order in the suspense file until parts are received.
- 5.3 Upon receipt of required parts the Repair Parts Clerk will provide to the Automation Support Supervisor a Repair Parts Equipment listing for equipment.
- 5.4 The Repair Parts Clerk will store parts and keep an updated inventory of stock. The Repair parts Clerk will keep the IT Technician updated on parts received for open job tickets.
- 5.5 Upon receipt of repair parts from the Repair Parts Clerk for open job tickets, the IT Technician will schedule the work into the schedule according to priority.
- 5.6 Upon completion of job, the IT Technician will notify the Job Control Clerk on the status.

**AIRFIELD VEHICLE & EQUIPMENT MAINTENANCE
STANDARD OPERATING PROCEDURE**

SOP No. 9E

TABLE 1-1, VEHICLE AND EQUIPMENT INSPECTION AND SERVICE INTERVALS

Enclosure 1

TYPE EQUIPMENT INSPECTION/TEST	TYPE INSPECTION/INTERVAL			
	OPERATOR INSPECTION	DAILY/WEEKLY	Scheduled Insp: Lubrication, Oil and Filter Change	ANNUAL INSPECTION
1. General Purpose Vehicles	Weekly when used – use Operator Inspection Guide (more frequently when directed by MAJCOM)	Tire Pressure check (TO 00-25-246)	6000 mile/9500 km and during annual Insp if within 3000 miles/4800 km or 3 months of due date	Annual or 12,000 miles/19,300 km
2. Firefighting Vehicles	Daily when used – use Operator Guide as applicable	Tire Pressure check (TO 00-25-246)	6 months, 6000 miles/9600 km or 400 hours (includes auxiliary engine). (Perform annual Insp if within 3000 miles/4800 km, 200 hrs or 3 mos of due date.)	Annual or 1200 hrs or 12,000 miles/19,300 km.
3. Fuel Servicing Vehicles – Hose Carts	Daily when used – use Operator Inspection Guide	Tire Pressure check TO 00-25-246	6 mos, 6000 miles/9600 km, or 400 hrs (includes aux engine). (Perform annual Insp if within 3000 miles/4800 km, 200 hrs or 3 mos of due date.)	Annual or 1200 hrs or 12,000 miles/19,300 km

**AIRFIELD VEHICLE & EQUIPMENT MAINTENANCE
STANDARD OPERATING PROCEDURE**

SOP No. 9E

TABLE 1-2, SPECIAL INSPECTIONS/TESTS

Enclosure 2

TYPE INSPECTION/TEST	INTERVALS — SPECIAL INSTRUCTIONS — REFERENCE
1. Quinquennial Testing of Cryogenics Fuel Trailers Tube Bank Trailers	Every 5 yrs (reference para 2.7.c(2). Perform hydrostatic tests (reference TO 42B5-1-2).
2. Fuel Servicing Vehicle Requirements. a. Water Segregators b. Replace filter separator elements	a. Clean and service every 3 yrs or when filter elements are changed.(Reference para 2.7.c(2).) b. Change in accordance with TO 37A-1-101.
3. Repack Wheel Bearings, Check Brake Shoes, Wheel Cylinders/Calipers, Rotors, Drums, etc.	Every 36,000 miles or 2,400 hours on all vehicles or more frequent if local law or operation conditions so warrant. Trailers/Semi-trailers, with packed wheel bearings, every 3 years.
4. Weight testing requirements for truck and crawler-mounted cranes.	Test loads (reference para 2.7.e(1) of TO 00-208-5 and Section III of TO 36-1-58). NOTE: Notify user weight tests are required when major maintenance is performed on lifting devices.
5. Dielectric test on crates and high reach vehicles equipped with insulated booms, lift platforms, etc.	Semiannual or when insulated booms or aerial platforms are serviced or repaired (reference para 2.7.e(2) of TO 00-208-5 and TO 36C-1-4.)
6. High reach boom and all associated equipment.	Boom and associated equipment will be inspected annually. The vehicle maintenance officer will determine if and when overhaul is necessary. Adjust intervals prescribed by applicable technical order as necessary for local conditions (reference para 2.7.e(2) of TO 00-208-5).
7. Hydraulic Systems (Special Purpose Assemblies).	Every third annual or 3,600 hours (whichever occurs first) hydraulic fluid shall be changed.
8. Spark Arrestors.	Annually.
9. 5" wheel wedges and bolt checks.	Annually.
10. Spark check for aircraft refueling vehicle and other vehicles/equipment designated for concurrent refueling operation.	Annually.
11. Vapor Recovery R-9/11 Refuelers.	Comply with local, state, and host country.

**AIRFIELD VEHICLE & EQUIPMENT MAINTENANCE
STANDARD OPERATING PROCEDURE**

SOP No. 9E

Enclosure 3

TABLE 1-3, SCHEDULED MAINTENANCE INTERVAL CONVERSION TABLE — MILES TO KILOMETERS

MILES	ADJUSTED KILOMETERS	MILES	ADJUSTED KILOMETERS	MILES	ADJUSTED KILOMETERS	MILES	ADJUSTED KILOMETERS
59000	94900	100000	160900				
60000	96500						
61000	98100						
62000	99700						
63000	101300						
64000	102900						
65000	104500						
66000	106100						
67000	107800						
68000	109400						
69000	111000						
70000	112600						
71000	114200						
72000	115800						
73000	117400						
74000	119000						
75000	120600						
76000	122200						
77000	123800						
78000	125500						
79000	127100						
80000	128700						
81000	130300						
82000	131900						
83000	133500						
84000	135100						
85000	136700						
86000	138300						
87000	139900						
88000	141500						
89000	143200						
90000	144800						
91000	146400						
92000	148000						
93000	149600						
94000	151200						
95000	152800						
96000	154400						
97000	156000						
98000	157600						
99000	159200						

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Brown & Root Services

AIRFIELD VEHICLE & EQUIPMENT MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD VEHICLES & EQUIPMENT MAINTENANCE**

SOP No. 9E

Brown and Root Services (BRS) operates and manages ground maintenance operations for Airfield vehicles and equipment. This service is provided for tactical and non-tactical vehicles, general-purpose equipment, and Aerospace Ground Equipment (AGE).

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract.

3.0 Responsibilities

3.1 BRS will provide management and oversight of the maintenance of vehicles requiring minor and major repairs.

3.2 BRS is responsible for the operation, maintenance, repair, and reporting of all AGE, which includes, but is not limited to, light sets, power generation equipment, compressors, heaters, maintenance stands, and aircraft tow bars.

4.0 Procedures

Accounting and reporting procedures for repair, maintenance and recovery is accomplished by shop work orders, equipment history jackets, and periodic deadline and non-availability reports. The Air Force Form 1800 series is used to identify discrepancies and problems on equipment.

4.1 Standards and Accountability

4.1.1 Tools and Special Diagnostic Equipment

- Inventories of general mechanic tool boxes, special tools and test equipment will be accomplished quarterly by the Shop Foreman or the Equipment Maintenance Supervisor (EMS) utilizing current inventory sheets and shall be kept in the EMS office.

- Calibration

Tools and diagnostic test equipment requiring calibration must be turned-in to the Tool Room or Precision Measurement Equipment Laboratory (PMEL) for calibration. Ensure that a hand receipt is received for the equipment. Hand receipt will be destroyed after equipment is picked up from PMEL.

4.1.2 Repair Parts Control (Issuing and Requisitioning Procedures)

- All repair parts will be inspected for quantity and quality. The Parts warehouse will have three controlling documents: the receiving log, the warehouse inventory, and the issue log.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD VEHICLES & EQUIPMENT MAINTENANCE**

SOP No. 9E

- The shop foreman will screen all parts requisitions to ensure correct information is provided.
- Bench-stock parts will be issued to the mechanic and annotated at time of receipt on the issue log.
- The Shop Foreman or Parts Administrator will conduct spot inventories every two weeks for validity purposes.
- All repair parts ordered for deadlined equipment will be processed with the highest priority. They must be thoroughly screened and placed on order expeditiously.

4.2 Equipment Maintenance Management Plan

4.2.1 Inspections, Tests and Services

- Operator Inspection
- Scheduled Inspection (lubrication, oil and filter (LOF) change)
- Annual Inspection
- Special Inspection
- Technical Inspection
- Acceptance Inspection

General inspection and service requirements which apply to most vehicle/equipment are specified in the following paragraphs by type of inspection/service; special inspections/tests are contained in Tables 2-1 and 2-2, attached Enclosures 1 and 2.

4.3 Vehicle, Equipment Inspection and Service Intervals

The present interval between service inspections for Airfield vehicles and equipment is listed on tables 2-2 and 2-3, attached enclosures 2 and 3. Although LOF/scheduled maintenance intervals remain constant, the actual performance of the service may be adjusted slightly to accommodate mission requirements.

4.4 Preventive Maintenance Record Card or Files

4.4.1 Maintain records for equipment assigned.

4.4.2 Deadlined Vehicle Inspection

- Ensure all openings are covered and weather tight.
- Ensure all machined surfaces are preserved, and all disassembled components are, covered and stored.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD VEHICLES & EQUIPMENT MAINTENANCE**

SOP No. 9E

- No cannibalization has taken place since the last inspection. (Controlled parts interchange is not approved as normal procedure).
- An inspection will be conducted on all deadlined equipment to ensure that damage, theft, or uncontrolled cannibalization has not taken place prior to removing vehicle from deadline status.

4.5 Placing Vehicles and Equipment on the Vehicle Readiness Report

- A vehicle identified as a potential deadline will be given forty-eight hours before being placed on the Readiness Report as a deadlined vehicle.
- Documented reasons for delays, e.g., "stop for parts" are noted. Turn over Work Order Package to the repair parts clerk. Ensure that all parts preventing the vehicle from being operational are noted and on order.
- Ensure replacement parts are ordered for the deadlined equipment.

4.6 Tire Repair and Replacement

4.7 Dispatching of Vehicles

4.7.1 The BRS Vehicle Control Officer (VCO) (or alternate) will dispatch vehicles and equipment at the beginning of every month, using the guidelines below:

- Ensure the safe operational condition of all vehicles and equipment
- Identify any damage, particularly damage not reported and repair procedures not initiated
- Maintain accountability of equipment
- Capture all due or overdue services.
- The BRS VCO (or alternate) will administer a monthly vehicle inspection, covering a minimum of 10% of the total vehicle fleet. Discrepancies noted will be documented and coordinated with the Vehicle Control Contact Person (VCCP) for correction.
- The VCO, in coordination with the VCCP, will compile a Minimum Essential Level (MEL) listing and ensure the efficient and economical operation of the base vehicle fleet.
- Ensure collection of all appropriate AF Form 1800 series.



**Logistics Civil Augmentation Program (LOGCAP)
AIRFIELD VEHICLES & EQUIPMENT MAINTENANCE**

SOP No. 9E

- Ensure vehicles/equipment are signed out and in. Ensure operator is licensed for the particular vehicle/equipment.
- Assist each VCCP on vehicle safety and informational briefings to assigned personnel and maintain original vehicle lesson plans in the VCO Guide book. The VCO will sign appropriate AF forms when drivers complete training.

4.8 Vehicle Damages

When equipment is damaged by accident/incidents, maintenance personnel prepare an accident estimate work order.

4.9 AGE Equipment Maintenance

- Conduct a check of all ready line equipment dispatched by AGE personnel. Not all equipment dispatched daily.
- Establish and maintain a maintenance schedule
- Ensure applicable Air Force directives and technical orders are current.
- Perform maintenance and operations per applicable technical order or manufacturer manuals.
- Review AFTO Form 244, Industrial/Support Equipment Record.
- AGE mechanics will conduct weekly, or prior to dispatch to aircraft, checks per applicable Technical Orders and annotate (weekly minimum) the AFTO Form 244.
- Annotate weekly inspection, unscheduled maintenance, scheduled maintenance and maintenance delayed discrepancies on AFTO Form 244, Industrial/Support Equipment Record.
- Annotate AFTO Form 245, Industrial/Support Equipment Record (Continuation Sheet) for maintenance delayed discrepancies if a continuation sheet is required.
- Schedule and maintain powered and non-powered AGE, and deliver AGE to support missions.



Brown & Root Services

ATCALs MAINTENANCE CONTROL STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
ATCALs MAINTENANCE CONTROL**

SOP No. 9F

1.0 Purpose

To establish procedures for Maintenance Control activities in support of the Brown and Root Services (BRS) LOGCAP 3 Support Contract.

2.0 Scope

These procedures cover Maintenance Control operations with regards to tracking the status of current maintenance actions performed with the Air Traffic Control and Landing systems (ATCALs) Maintenance Section. Historical data is archived to provide management with the tools required to improve overall maintenance performance.

3.0 System Description

3.1 The ATCALs Maintenance Control Section will follow procedures developed to ensure accurate tracking of maintenance actions performed by the ATCALs, Communications (COMMO) and Information Technology (IT) work centers. Maintenance Control provides equipment and repair part status tracking.

3.2 The Maintenance Control Section will request and distribute passwords. In the absence of an ISSO, the maintenance control administrator will obtain the new passwords from the appropriate G-6.

4.0 Maintenance Control

- Controls all maintenance actions that affect equipment status, and maintains automated/manual status visibility.
- Acts as a consolidated contact point to receive trouble reports and complaints from supported customers.
- Establishes an after duty hours contact point for Maintenance Control.
- Monitors the status of assigned maintenance vehicles.
- Maintains the status of on-call technicians and, when required, directs technician dispatch.
- Assigns Job Control Numbers (JCN). A separate block of JCNs will be used for the ATCALs, COMMO and IT Maintenance Work Centers.



**Logistics Civil Augmentation Program (LOGCAP)
ATCALs MAINTENANCE CONTROL**

SOP No. 9F

- Notifies affected activities of changes in priorities, plans and schedules.
- Monitors maintenance actions that change equipment status.
- Maintains the status of all active and deferred discrepancies.
- Documents the performance of Preventative Maintenance Inspections (PMI) required by equipment technical specifications. Document deviations to the PMI schedule.
- Closes and or monitors each JCN.
- Maintains a Master Maintenance Database archive for all assigned systems.

5.0 E-mail Accounts

Email account additions, modifications and deletions will be requested through Maintenance Control Administrator who will advise the requester of the time constraints for password pickup.

6.0 Uptime Rates

It will be the responsibility of the Maintenance Control/ATCALs Supervisor to provide the monthly ATCALs UP-TIME RATES. This report will be as of Close of Business (COB) on the 1st of each month. All equipment/systems are to be maintained at least to a 98% monthly up-time rate. This rate does not include scheduled outages, travel to ATCALs sites, or Government caused security or supply delays. The UP-TIME RATE is computed in the following manner:

- Number of hours per month system is out of service
- Minus number of hours system is scheduled out of service
- Minus number of hours of supply delay awaiting parts
- Total
- Divided by the number of hours per month
- Equals equipment Downtime Rate for the month
- UP-TIME RATE equals 100 minus Downtime Rate.



Brown & Root Services

ATCALs PREVENTIVE MAINTENANCE INSPECTION STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
ATCALs PREVENTATIVE MAINTENANCE INSPECTION**

SOP No. 9G

1.0 Purpose

To establish Brown and Root Services (BRS) procedures for accomplishing Preventative Maintenance Inspections (PMI) of the Tactical Aircraft Navigation (TACAN), Radar Approach Control (RAPCON)/Radar and Radio facilities.

2.0 Scope

This procedure defines BRS ATCALs and related equipment PMI procedures and scheduling.

3.0 System Description/Policy

The ATCALs facilities will follow all applicable technical specifications of mandatory PMIs.

4.0 PMI Schedule

BRS ATCALs Maintenance Control administrator monitors and maintains the ATCALs PMI schedule. When a PMI is due, a Job Control Number (JCN) will be requested from ATCALs Maintenance Control. When the PMI has been accomplished, the JCN will be closed and data base updated by the Technician performing the PMI.

5.0 PMI Procedure

5.1 All PMI's will be accomplished in accordance with the PMI schedule and in accordance with equipment specific technical specifications. ATCALs Maintenance Control will be advised of the start and stop times of 'Red' PMI's. Red PMIs indicate a scheduled equipment outage rendering the system unavailable.

5.2 If a discrepancy is noted during a PMI, a JCN will be opened. The PMI will proceed if possible followed by repair of the deficiency. Otherwise the PMI will be discontinued and the deficiency repaired. Once the discrepancy is corrected the PMI will be completed.

5.3 When the PMI is completed, the JCN will be closed by the Technician ensuring that the Master Maintenance Database is updated. The Work Center PMI listing will be annotated as required.



Brown & Root Services

ATCALs RADAR MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
ATCALs RADAR MAINTENANCE**

SOP No. 9H

The purpose of this Standard Operating Procedure (SOP) is to provide standard policies and procedures for the operation of the Brown and Root Services (BRS), LOGCAP 3 Support Contract, ATCALs Radar Maintenance.

2.0 Scope

This SOP applies to all BRS ATCALs radar maintenance personnel and maintenance activities in support of the LOGCAP 3 Support Contract.

3.0 Responsibilities

It is the responsibility of all personnel assigned to the Radar Maintenance Section to comply with the procedures and policies outlined within this SOP.

4.0 Equipment Maintenance Management Plan

The BRS RADAR Maintenance Management Plan consists of the following:

- The goals of maintenance are to keep equipment in safe and optimized condition at all times at reasonable cost, to detect and repair deficiencies, and to maintain all equipment at, or above, 98% availability. This rate does not include scheduled outages, up to 30 minutes for travel to ATCALs sites, and Government caused security, supply, and Technical Evaluator certification delays. Levels of maintenance range from On-Equipment Maintenance (level one), Off-Equipment Maintenance (level two), and Depot Level Maintenance (level three). The category of repairs performed is determined by the nature of the repair; the level of repair parts required, tools, test equipment, time available, technician level qualifications, maintenance facility limitations, and the mission at hand.
- On-Equipment, level one, is accomplished and performed by RADAR personnel on a daily basis to ensure early detection of deficiencies and to troubleshoot to module level.
- Off-Equipment, level two, is performed by skilled technician for the purpose of bench checking and troubleshooting and to minimize repair costs and equipment down-time. Maintenance consists of electrical/mechanical inspections, services, and adjustments beyond what can be performed with equipment installed in a system and troubleshooting to component level.



**Logistics Civil Augmentation Program (LOGCAP)
ATCALs RADAR MAINTENANCE**

SOP No. 9H

- Depot Level maintenance, level three, is that maintenance performed by an established USAF maintenance depot. When T.O.s or competent authority identifies the level of maintenance as depot, then the item shall be sent to the depot for repair through the Government supply system.
- Safety is a primary priority throughout all levels of maintenance, regardless of how small the job.

5.0 Preventative Maintenance Inspection Intervals

Equipment specific technical manuals specify the present interval between PMI inspections for Radar systems. This interval is flexible and can be adjusted to accommodate changes in the flying schedule, etc.

6.0 RADAR Facility Certification

Following any maintenance that invalidates any parameters on AFTO FORMS 505/508, the RADAR System must be recertified. Only after the certifications are accomplished IAW current MOA will the Radar technician close the JCN. Job Control will be advised and annotate the time awaiting Technical Evaluator certification.



Brown & Root Services

ATCALs RADIO MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
ATCALs RADIO MAINTENANCE**

SOP No. 9I

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide standard policies and procedures for the operation of the Brown and Root Services (BRS) supporting the LOGCAP 3 Support Contract, Air Traffic Control and Landing Systems (ATCALs) Radio Maintenance Section.

2.0 Scope

Establish the standards for effective and efficient maintenance operations in support of the air traffic control mission. The ATCALs Radio Maintenance Section shall provide maintenance and service support to the ATCALs Communications systems, Armed Forces Network (AFN) (television), and the Land Mobile Radio Net (LMR).

3.0 Responsibilities

It is the responsibility of all personnel assigned to the ATCALs Radio Maintenance Section to comply with the procedures and policies outlined within this SOP. These responsibilities include maintenance and service of the following Radios/systems: UHF/VHF Transmitters and Receivers, Recorders, LMR's, and the local AFN satellite receiver, and televisions/antennas.

4.0 Equipment Maintenance Management Plan

4.1 The plan of maintenance is to keep equipment in an optimized condition at all times at reasonable cost, to detect and repair deficiencies, and to maintain all ATCALs communications equipment at or above 98% availability. These rates do not include scheduled outages, up to 30 minutes for travel to ATCALs sites; and Government caused security or supply delays. Levels of maintenance range from On-Equipment Maintenance (level one), Off-Equipment Maintenance (level two), and Depot Level Maintenance (level three). The category of repairs performed is determined by the nature of the repair; the level of repair parts required, tools, test equipment, time available, technician qualification level, maintenance facility limitations, and the mission at hand. The AFN and LMR system components will be repaired at level one only. This is a removal and replacement of major components only, i.e. receiver/transmitters, batteries, antennas, etc. The LMR components are repaired at level three Government Maintenance Depot.



**Logistics Civil Augmentation Program (LOGCAP)
ATCALs RADIO MAINTENANCE**

SOP No. 9I

- 4.2 On-Equipment, level one, is accomplished and performed by Radio personnel on a daily basis to ensure early detection of deficiencies and to troubleshoot to module level.
- 4.3 Off-Equipment, level two, is performed by skilled technician for the purpose of bench checking and troubleshooting and to minimize repair costs and equipment down time. Maintenance consists of electrical/mechanical inspections, services, and adjustments beyond what can be performed with equipment installed in a system and troubleshooting to component level.
- 4.4 Depot Level maintenance, level three, is that maintenance performed by an established maintenance depot. When a competent authority identifies the level of maintenance as depot, then the item shall be sent to the depot for repair through the Government Supply System.
- 4.5 Safety is a primary priority throughout all levels of maintenance, regardless of the task at hand.

5.0 Preventative Maintenance Inspection Intervals

The present intervals of Preventative Maintenance Inspections (PMI) for the ATCALs Communications systems are specified by USAF technical manuals. These intervals are flexible and can be adjusted to accommodate changes in the flying schedule, etc.



Brown & Root Services

ATCALs TACAN MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
ATCALs TACAN MAINTENANCE**

SOP No. 9J

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide standard policies and procedures for the operation of the Brown and Root Services (BRS), LOGCAP 3 Support Contract, Tactical Aircraft Navigation (TACAN) Maintenance Section.

2.0 Scope

This SOP applies to all TACAN maintenance personnel and maintenance activities in support of the ATCALs mission.

3.0 Mission

The mission of the TACAN Maintenance Section is to provide equipment maintenance support of meteorological and navigation systems as applicable and as required by professional maintenance practices, and equipment specific directives and or technical manuals.

4.0 Equipment Maintenance Management Plan

- 4.1 The BRS TACAN Maintenance Management Plan consists of the following:
The plan of maintenance is to keep equipment in an optimized condition at all times at a reasonable cost, to detect and repair deficiencies, and to maintain all equipment at, or above, 98% availability. This rate does not include scheduled outages, up to 30 minutes for travel to ATCALs sites, Government caused security or supply delays, and Technical Evaluator certification delays. Levels of maintenance range from On-Equipment Maintenance (level one), Off-Equipment Maintenance (level two), and Depot Level Maintenance (level three). The category of repairs performed is determined by the nature of the repair, the level of repair parts required, tools, test equipment, time available, technician qualification level, maintenance facility limitations, and the mission at hand.
- 4.2 On-Equipment, level one, is accomplished and performed by TACAN personnel on a daily basis to ensure early detection of deficiencies and to troubleshoot to module level.
- 4.3 Off-Equipment, level two, is performed by skilled technician for the purpose of bench checking and troubleshooting and to minimize repair costs and equipment downtime. Maintenance consists of electrical/mechanical



**Logistics Civil Augmentation Program (LOGCAP)
ATCALs TACAN MAINTENANCE**

SOP No. 9J

inspections, services, and adjustments beyond what can be performed with equipment installed in a system and troubleshooting to component level.

- 4.4 Depot Level maintenance, level three, is that maintenance performed by an established Government maintenance depot. When equipment specific directives/manuals identify the level of maintenance as depot, then the item shall be sent to the depot for repair through the Government supply system.
- 4.5 When a TACAN maintenance action invalidates any parameters, listed in equipment specific directives/manuals, re-certification is required IAW the current MOA. The Technical Evaluator will be requested to perform a certification and return the system/module/unit to service and upgrade system status.
- 4.6 Safety is a primary priority throughout all levels of maintenance, regardless of how small the job.

5.0 TACAN Facility Certification

A TACAN is a system that requires a specialized flight check before it is commissioned for use by aircraft for Instrument Flight Rules (IFR) navigation. Rectification requirements are specific by government equipment specific directives/manuals. Only after the Technical Evaluator accomplishes these certifications will the TACAN Technician close the Job Control Number (JCN). Maintenance Control will be advised and annotate the time awaiting Technical Evaluator certification.



Brown & Root Services

CONSOLIDATED TACTICAL MOTOR POOL STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
CONSOLIDATED MOTOR POOL**

SOP No. 9K

Provide procedures for the provision of organizational maintenance services to units with equipment assigned to the Tactical Motor Pool.

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract

3.0 Procedures

3.1 The designated military POC (e.g., G4, DCSLOG) will identify which units and equipment Brown and Root Services (BRS) will support.

3.2 Authorized units and equipment will receive the following support, as a minimum:

1. Scheduled maintenance services
2. Unscheduled maintenance repairs/services
3. Vehicle Recovery
4. AOAP
5. Parking
6. Maintenance management using the Unit Level Logistic System-round (ULLS-G) to generate Army Material Status System (AMSS) reports, including:
 - Recordkeeping
 - Dispatching
 - Operator qualification records
 - Readiness reporting
7. Class IX requisitioning (other than for sensitive equipment)

3.3 Standards

- The maintenance goal is to maintain all equipment at the Full Mission Capable (FMC) standard.
- Identify faults using the “items to check” column of the applicable -10 and -20 -series Technical Manual’s Preventive Maintenance Checks and Services (PMCS) table.
- Perform services within the scheduled service interval.
- Execute all urgent and limited-urgent modification work orders.

3.4 Status Reporting



**Logistics Civil Augmentation Program (LOGCAP)
CONSOLIDATED MOTOR POOL**

SOP No. 9K

Report using the Army Material Status System (AMSS) reports generated by the Unit Level Logistic System (ULLS). The reporting period is from the 16th day of the month through the 15th day of the following month. Forward this report via diskette or e-mail no later than close of business on the 16th of each month to the designated military POC.

3.5 Army Oil Analysis Program (AOAP)

Enroll all eligible equipment in the AOAP. Sampling intervals will be as directed by the Oil Analysis Lab once an initial sample has been submitted. Generate Oil Analysis requests using ULLS-G. Submit samples to the Oil Analysis Lab

3.6 Class IX Repair Parts Supply

- BRS utilizes an assigned UIC and DODAAC in order to retain continuity of maintenance management.
- BRS will maintain Class IX Repair Parts based primarily on demand history. In limited cases (e.g., low-density and/or mission-essential equipment), some non-demand-supported stockage may be authorized by management according to best industry practices.

3.7 Dispatching

- Use ULLS-G to produce a dispatch for assigned customers.
- Use ULLS-G to generate a DA Form 5988E. The vehicle operator should use this to record required -10 level PMCS, which he should then turn in to the dispatching office.
- If there are faults requiring correction, the dispatch office will give the 5988E to a BRS inspector, who will perform a QA/QC check.
- The inspector will verify vehicle condition and note any faults not shown on the 5988E.
- BRS mechanic(s) will make corrective actions (adjustments, tests, and/or parts replacement).
- If the parts are not on hand, check the PMCS tables to determine readiness status.
- Report equipment as "Deadlined" if the uncorrected fault renders equipment Not Mission Capable (NMC).



**Logistics Civil Augmentation Program (LOGCAP)
CONSOLIDATED MOTOR POOL**

SOP No. 9K

- If fault does not make equipment NMC, update the 5988E to show the fault and parts required in the deferred maintenance section.
- Per the Maintenance Allocation Chart (MAC), if repairs are beyond the organizational level, create an ULLS-G Work Order referring the vehicle to Direct Support Maintenance.
- The designated maintenance POC will final check all work, sign off on the 5988E and return it to the dispatcher.
- Dispatcher will check the operator's qualification record and ensure that customer is authorized to operate that equipment.
- Dispatcher issues the dispatch using ULLS-G.

3.8 Scheduled Maintenance Services

- Ensure the proper parameters (from the -20 -level Organizational Maintenance Manual and the -12 Lubrication Order) are entered into the ULLS-G system.
- Generate a 5988E.
- Check for any deferred parts received since last service.
- Perform a service inspection per the applicable -10 and -20 -level technical manuals, lubrication orders, and technical bulletins.
- Annotate on the 5988E any additional procedures or work requested by the customer.
- Supervisor assigns equipment to a work team.
- Team leader conducts the appropriate TSTI briefing.
- Team leader notifies maintenance inspector for in process reviews of brake work, internal seal replacement, and prior to reinstalling wheel hubs.
- Team leader ensures that TMDE used has a current calibration prior to use.
- Team leader ensures corrective action entries are specific and detailed. He annotates the BRS badge number of the mechanic(s) in the "initials" column of the 5988E. He notifies the inspector when work requirements are met, deferred maintenance items are ordered, and the vehicle is ready for final inspection.



**Logistics Civil Augmentation Program (LOGCAP)
CONSOLIDATED MOTOR POOL**

SOP No. 9K

- The inspector does a road test and inspects the vehicle.
- Should any additional work requirements be identified, return the vehicle to the same work team for corrective actions.

3.9 Unscheduled Maintenance

Follow the same procedures as for scheduled maintenance.

3.10 The supervisor determines priority of work and organizes the daily work schedule.

3.11 Accident Repairs

- When a vehicle has accident damage, take it out of service.
- Notify the designated military POC's (e.g., G3/DCSOPS, G4/DCSLOG, PMO/MP's), who will notify the unit commander or designated representative.
- Assess damage to see if it requires readiness reporting as NMC.
- If the damage renders it NMC, report vehicle on the deadline report with "accident damage" as the fault.
- Request an Estimated Cost of Damage (ECOD) from Direct Support Maintenance.
- The unit commander or designated military POC will
 1. Conduct his own investigation and provide a release, or
 2. Appoint a survey officer, who will investigate and provide the appropriate release.
- Upon release, perform required repairs as authorized by the Maintenance Allocation Chart of the -20 manual.
- When all repairs are accomplished, prepare an Actual Cost of Damage (ACOD) and forward it to the unit/designated POC.



Brown & Root Services

DINING FACILITY EQUIPMENT MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
DINING FACILITY EQUIPMENT MAINTENANCE**

SOP No. 9L

1.0 Purpose

Brown and Root Services (BRS) will provide management and oversight for the inspection, maintenance, and repairs of BRS operated DFAC's and for ACO designated U.S. Army operated DFAC's at remote locations

2.0 Scope

This Standard Operating Procedure applies to the LOGCAP 3 Support Contract.

3.0 Procedures

- Scheduled monthly inspections will be conducted with kitchen supervisory personnel.
- The DFAC Manager, Camp Manager/Site Supervisor will be informed of all deficiencies. A summary report will be provided to the Food Service Manager.
- Enclosures 1 & 2 represent generic example inspection forms utilized to perform these inspections. Site specific forms will vary in both content and format.
- When a determination has been made that an item of equipment is not economically repairable the Food Service Manager will be informed and if a like item is on hand it will be provided.
- If equipment is not in stock, a replacement item will be requisitioned.
- Repair parts will be maintained as needed.
- If removal of equipment from the site is required for repairs or disposition, BRS maintenance personnel will notify the DFAC Manager, the Camp Manager/remote Site Supervisor and utilize a warehouse requisition for accountability.



**Logistics Civil Augmentation Program (LOGCAP)
DINING FACILITY EQUIPMENT MAINTENANCE**

SOP No. 9L

**FORM FOR KITCHEN EQUIPMENT
INSPECTION & MAINTENANCE**

EQUIPMENT ID# _____ DATE: _____

LOCATION: _____ SIGNATURE: _____

	STATUS	COMMENTS
BELT CONDITION		
PULLEY CONDITION		
BEARINGS		
EVAPORATOR FAN		
CONDENSER FAN		
CONDENSER CLEANLINESS		
FAN MOTOR		
COMPRESSOR		
BLADE CONDITON		
EQUIPMENT CLEANLINESS		
ELECTRICAL COMPONENTS		
SWITCH CONDITION		
THERMOSTAT CONDITION		
ELEMENTS		
DOORS		
LATCHES		
SPRINGES		
HINGES		
GROUNDING		



Brown & Root Services

DIRECT SUPPORT MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
DIRECT SUPPORT MAINTENANCE**

SOP No. 9M

1.0 Purpose

To provide guidance, assign responsibilities and establish procedures governing the operations of Brown and Root Services (BRS) Direct Support Maintenance (DS).

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract.

3.0 Mission

Provide automotive maintenance support consisting of:

- Wheeled vehicle component/assembly replacement.
- Fuel and electric component repair.
- Small arms repair.
- Recovery operations.
- Assist tenant, deploying/redeploying units with back-up organizational maintenance.

4.0 Mission Structure

4.1 DS Maintenance Team

- Automotive
- Small Arms
- Engineer
- Fuel & Electric
- Communication & Electronics
- Service & Evacuation
- Inspection

4.2 Supported Area capabilities include:

4.2.1 Automotive

DS level repairs for wheeled and tracked vehicles and fuel & electric repairs.

4.2.2 Inspection

Inspecting equipment for classification and coding.



**Logistics Civil Augmentation Program (LOGCAP)
DIRECT SUPPORT MAINTENANCE**

SOP No. 9M

4.2.3 Ground Support

DS-level repairs for power generation, quartermaster, heavy engineer, special purpose, and heating and air conditioning equipment.

4.2.4 Communications/Electronics

DS-level repair for communications and electronic equipment to include TACCS and mixed computer systems.

4.2.5 Small Arms

DS level repair for small arms and fire control equipment.

4.2.6 Services and Evacuation

DS-level repair of textiles, machinist and fabrication functions, welding shop, and metal/fiberglass automotive body and glass repair.

5.0 Procedures

5.1 General Maintenance Request Procedures

5.1.1 Maintenance Requests

- a) Customers will use the Automated Maintenance Request if they have an operational ULLS-G system. Otherwise, the manual DA Form 2407 will be accepted.
- b) The 2407 consists of three copies; one used as equipment receipt, one used as customer record copy and the last copy to be retained for DS maintenance files.
- c) Separate 2407's will be prepared for each DA Form 2406 reportable item. High Priority 02/05 requests must be signed by authorities designated on DA Form 1687.
- d) 2407's for non-reportable equipment may contain no more than ten like-NSN items.

5.1.2 Pacing Items

- a) Only equipment that has a "ERC P" code, as shown on the unit MTOE, will be treated as a pacing item



**Logistics Civil Augmentation Program (LOGCAP)
DIRECT SUPPORT MAINTENANCE**

SOP No. 9M

- b) For "SYSTEMS", units may request that specific items be designated as pacers if their individual unit MTOE is not clear, i.e., the prime mover for howitzer may be designated by bumper number and serial number as part of the weapon system.
- c) A component of a system will not be deemed a pacer if the MTOE allows for more than a one-to-one ratio. For example, if unit is authorized one fire control computer which is a pacer by MTOE, but also has four power plants authorized; this condition allows for internal assets to keep the system FMC while the primary power source is being repaired.
- d) Units that want to treat an item as a pacing item should submit documentation and justification, through appropriate command channels, to BRS DSU.

5.1.3 On-site Maintenance

Units may request on-site maintenance support or technical assistance/courtesy inspections.

5.1.4 Load Test

Items requiring load testing will be submitted on a standard maintenance request.

5.1.5 Intermediate DS/GS Maintenance Support

Any equipment requiring repairs that cannot be performed will be evacuated to Central Region.

5.1.6 Requests for ECOD/ACOD

- a) The ECOD and actual repair of an item are separate actions. Maintenance requests received for ECOD/ACOD will be completed in a timely manner. Required parts will be requisitioned and held until equipment is released for repair. At that time, the original work request will be closed and another request will be submitted requesting repair per ECOD/ACOD. REPAIRS WILL NOT BE CONDUCTED UNTIL RECEIPT OF THE RELEASE STATEMENT.
- b) All damaged parts will be repaired or replaced on an item submitted for ECOD/ACOD regardless of the level of maintenance



**Logistics Civil Augmentation Program (LOGCAP)
DIRECT SUPPORT MAINTENANCE**

SOP No. 9M

required. Repairs not reflected on the survey will be corrected on a separate work request.

5.1.7 Classification and Technical Inspection for Turn-In

5.1.7.1 Classification

- a) Any piece of equipment which exceeds the Maintenance Expenditure Limit (MEL) will be classified as uneconomically repairable. Classifications will be completed per DA Pam 738-750 and AR 750-1.
- b) Fabrication and availability of parts may accomplish repairs to items that exceed MEL limits. Authorization to repair these items must be obtained by the owning unit through their command channels.
- c) Equipment identified, as exceeding the MEL, during the initial inspection will not be accepted for repair.

5.1.7.2 TI for TURN-IN

- a) Work requests will be submitted on 05-12 priority and will meet the same acceptance standards, as above with the exception that all accessories, components and BII will accompany the item.
- b) Missing parts statement is required for any missing items/components.
- c) Unit inspection sheet will include NSN/part number and AMDF cost for all missing, damage or unserviceable repair parts.
- d) Customers with more than five items to be inspected may make arrangements for on-site inspections through Production Control.
- e) Commander's statement that equipment is excess to the unit MTOE is required. This helps eliminate unneeded inspections through unit error.

5.1.8 Fabrication



**Logistics Civil Augmentation Program (LOGCAP)
DIRECT SUPPORT MAINTENANCE**

SOP No. 9M

For fabrication of nonstandard, special purpose items, request on a normal maintenance request with a low priority designator (05-12).

5.2 Maintenance Request Acceptance Criteria (For the performance of an initial inspection on supported unit equipment)

5.2.1 Unit Responsibilities

5.2.1.1 Documentation

- a) Requests for DS Maintenance should be on an Automated Maintenance Request for units with an operational ULLS-G system. Otherwise, the manual DA Form 2407 will be accepted.
- b) The DA Form 2407 consists of three copies.
- c) A separate DA Form 2407 must be prepared for each DA 2406-reportable item. The commander or his designated representative must sign high priority (02-05) requests.
- d) A DA Form 2407 for repair of non-reportable items may contain quantities of no more than ten (10) like-NSN items per request.
- e) An initial inspection on a DA Form 2404/5988E or ULLS-G equipment maintenance and inspection work sheet will be submitted with the 2407. Inspection will be conducted per equipment TM. All faults will be shown and have corrective actions annotated.
- f) All diagnostic information and trouble shooting actions must be reflected on the inspection sheet. This should include STE-ICE data, brief history of fault, battery condition results, etc.
- g) The DS Inspector will inspect the item to validate unit inspection and to determine the actual condition.
- h) Document numbers for missing parts and unit level repair parts will be provided on the DA Form 2404/5988-E. Items removed and retained at the unit will also be listed.

5.2.1.2 Condition Of Equipment



**Logistics Civil Augmentation Program (LOGCAP)
DIRECT SUPPORT MAINTENANCE**

SOP No. 9M

- a) Organizational level deficiencies that may cause equipment to be unsafe will be annotated on inspection sheet by owning unit.
- b) An operator or someone knowledgeable about the mechanical condition of the equipment should accompany it.
- c) Equipment fuel tank should be at least 1/2 full.
- d) Equipment submitted under the direction of the AOAP Lab must be accompanied by all AOAP documentation.
- e) Remove any ammunition and or sensitive items (to include radio systems, antennas, BII and OVM) from the equipment being turned-in. Pilferable items should be removed and retained at the unit to prevent loss.
- f) When an item is accepted for repair under the conditions of a dead check, e.g., engine will not start, the supported unit remains responsible for deficiencies that could not have been identified by the inspector prior to completion of DS maintenance. EXAMPLE: Instruments and gauges or transmission malfunctions on a vehicle accepted for repair of non-op engine.
- g) If the priority of the request is not consistent with the required repair, the request will be sent to Production Control for approval before the request is accepted.

5.2.2 Commodity Acceptance Criteria

In addition to the general acceptance conditions outlined above, the following commodities have these specific rejection criteria:

5.2.2.1 Automotive (Note: Technical Inspector will note any accompanying OVM/BII on the DA Form 2404.)

- Any safety deficiency (brakes, lights, etc) unless the equipment condition prevents repair.
- Batteries missing or discharged (unless unit has no organic maintenance)
- Driver's seat missing.

5.2.2.2 Body and Fender



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All items must pass vehicle safety standards.

5.2.2.3 Canvas

- Must be free of dirt, grease, oil, and debris.
- Must be dry.
- All holes and tears must be circled with chalk to facilitate inspection and repair.

5.2.2.4 COMMEL

- Electronic equipment must be properly packaged for transport.
- Equipment with missing required components will be annotated on the inspection sheet.

5.2.2.5 Fabrication

- Drawing and/or description of item indicating material and measurements must accompany the request.
- Military units must process requests through the senior logistics staff office for the country/region (e.g., DCSLOG, G4).
- Fabrication requests will be considered for items that are not readily available through the supply system and that have a direct bearing on the material readiness, health and welfare of the unit.

5.2.2.6 Small Arms

All weapons will be cleaned and complete. Extra barrels and accessories will be retained at the unit, if they are not required for repair. Small arms requiring repair will be maintained at the unit and the unit will be notified when all parts have been received for repair.

5.3 Pick-Up of Repaired Equipment

- 5.3.1 Upon completion of required repairs, Production Control will notify the unit. Customers should attempt to pick up high priority requests within 24 hours of notification. Low priority requests should be picked up within 72 hrs. The senior logistics staff office for the country/region (e.g., DCSLOG, G4) may be notified when contacted units repeatedly fail to pick-up.



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5.3.2 Unit personnel, prior to the equipment being returned, must present the 2407- receipt copy.

5.3.3 Customers are requested to inspect their equipment before closing their work request and signing for their equipment.

Any equipment found unsatisfactory will be returned for inspection and repair.

5.3.4 Quality control is a continual process during repair. If a customer is dissatisfied or feels that the repair is inadequate, they should notify the inspector. If still dissatisfied, they should contact the Supervisor prior to accepting the equipment.

5.4 Assumption of Command Orders/Delegation of Authority Cards

5.4.1 Units must provide Production Control with a copy of assumption of command orders and appropriate DA Forms 1687, (Notice of Delegation of Authority cards.)

5.4.2 At a minimum, each unit must provide a signature card for personnel authorized to open and close maintenance requests.

5.4.3 Failure to maintain current assumption of command orders and signature cards may result in unit personnel being denied pick-up of equipment.

5.4.4 Equipment will be accepted without signature cards. However, in order to pick- up equipment, signature cards are required.

5.5 Safety

5.5.1 All vehicles entering facility are required to comply with applicable safety standards. Activities that may cause serious injury or harm to personnel or equipment will be stopped until the situation is resolved.

5.5.2 Visitor Control

5.5.2.1 Unit maintenance personnel are encouraged to visit the maintenance facility to promote an interactive working relationship between customer and BRS Maintenance. Many problems, either actual or perceived, can be resolved through

liaison visits. BRS does request that anyone visiting the facility report to Production Control prior to going to any shop section.



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This request is not only for courtesy but also in the interest of safety and security.

5.5.2.2 Personnel arriving to submit maintenance requests will go directly to the commodity-specific inspection section. For wheeled/tracked vehicles and ground support equipment, units will report to the inspection section. For COMMEL equipment, units will report to the COMMEL shop.

5.5.2.3 After an item has been accepted for repair, the item is the responsibility of BRS Maintenance. Removal of parts, inventories or other activities with these items must be coordinated with Production Control. AOAP samples should be taken before an item is job ordered for repair.

5.6 Recovery Operations

5.6.1 BRS DS Maintenance provides vehicle recovery service 24 hours a day, seven days a week. Support will be provided when the requirement exceeds the unit's internal capabilities to recover their own equipment.

5.6.2 Requests for recovery support must be submitted to:

5.6.3 The senior Operations staff office for the country/region (e.g., DCSOPS, G3) should be notified. That office will in turn notify BRS, as well as the Military Police and/or Medics, as required.

5.6.4 In the event that BRS is notified directly, BRS will inform the senior Operations staff office.

5.6.5 BRS policy prohibits the recovery of privately owned vehicles.



SOP No. 9N

Brown & Root Services

**EMERGENCY AIRFIELD LIGHTING
SYSTEM
STANDARD OPERATING PROCEDURE**

LOGCAP 3 Support Contract

**Brown & Root Proprietary Data-Source Selection
Information-See FAR 3.104**

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



**Logistics Civil Augmentation Program (LOGCAP)
EMERGENCY AIRFIELD LIGHTING SYSTEM**

SOP No. 9N

1.0 Purpose

The purpose of this SOP is to establish procedures for the operation, maintenance, and repair of the Emergency Airfield Lighting System (EALS).

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract

3.0 Responsibilities

3.1 Brown and Root Services (BRS) is responsible for overall operations, maintenance, and repair of EALS.

BRS will:

- Manage the overall EALS operations and maintenance.
- Ensure the system is checked twice daily.
- Ensure a stock of repair parts is maintained and reviewed periodically for adequacy.
- Train personnel to operate and repair lighting system.
- Establish a preventive maintenance inspection program (PMI).
- Inform Management of changes or deficiencies in equipment status.
- Ensure personnel are flight line qualified to operate vehicles on the flight line.
- Manage expatriate and host country national personnel and resources required to accomplish daily tasks.
- Ensure expatriates and host country national interpreters are qualified to communicate with the Control Tower, Command Post and Base Operations for runway access.
- Ensure expatriates and host country nationals are trained to lockout equipment during maintenance and to communicate the fact that lockout has occurred.
- Enforce company policies and ensure all personnel understand such policy.

3.2 BRS will supervise daily airfield lighting operations and maintenance.

BRS will:

- Lead in making repairs and coordinating with the Control Tower, Command Post, Base Operations, and lockout/tag out during repairs.
- Ensure the system is checked twice daily and change the intensity setting of lights at the discretion of the Control Tower, Command Post or Base Operations.



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SOP No. 9N

- 3.3 BRS will ensure instructions from the Command Post and Base Operations are followed after runway is officially closed for the daily flying schedule.

BRS will:

- Remedy electrical problems with the system.
- Maintain generators supporting the airfield lighting system.
- Ensure adequate spare parts are available.

- 3.4 BRS mechanics and electricians will accomplish tasks set by the lead man or foreman in charge of maintenance or repairs.

4.0 Procedures

- 4.1 BRS personnel will perform a twice daily check of the EALS to ensure proper operation, note any discrepancies, and change the intensity level of lights according to directions from the Control Tower during scheduled flying hours, and the Command Post or Base Operations during non-flying hours.
- 4.2 All preventive maintenance, repairs, and operation will be accomplished per AF Technical Order 35F-3-17-1.
- 4.3 All maintenance actions will be annotated on AFTO Form 95, Significant Historical Data.
- 4.4 BRS will submit a Material Requisition to the Material Section for parts required for repairs or stock.
- 4.5 Radio communication will be maintained between generator operator and personnel making repairs on the EALS. The EALS team making repairs will dictate when to turn power on and off. The generator operator will confirm when power is on and off via radio communication with the EALS team.

5.0 Safety

Safety of all personnel is the first consideration in all task planning and accomplishment. The following factors will be considered for all tasks. This listing is not exhaustive.

- 5.1 Ensure hearing protection is provided during scheduled flying hours.
- 5.2 Remove all jewelry prior to performing operations and maintenance.



**Logistics Civil Augmentation Program (LOGCAP)
EMERGENCY AIRFIELD LIGHTING SYSTEM**

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- 5.3 Ensure Total Safety Task Instructions (TSTI-II) is briefed prior to any maintenance activity.
 - 5.4 Ensure strobe unit capacitors are discharged to ground with discharging equipment provided.
 - 5.5 Ensure personnel adhere to technical order safety, maintenance, and repair tips when performing maintenance on the equipment.
 - 5.6 Ensure Lock/Tag out is a common practice when performing maintenance. A "Do Not Operate" tag with name, date, and time will be posted on the in use regulator door. The DC circuit breaker will be open on the in use generator. In consonance with US industrial practices, the only person that may remove a lock out is the person that put it there. If a supervisor deems necessary to remove it, then written orders should be issued. This order clears the responsibility from the mechanic that originally placed it there. The DC circuit breaker will be closed.
 - 5.7 Foreign Object Damage: All vehicles entering the flight line will be FOD free (Example, rocks in tires should be removed, no muddy vehicles).

6.0 Property Accountability

- 6.1 BRS will maintain tool kits and special tools.
- 6.2 All personnel utilizing tools will be responsible for the tools while in their possession.
- 6.3 The supervisor will ensure accountability by BRS Property's scheduled inventories and appropriate security measures.

7.0 Controlled Parts Interchange

- 7.1 Repair parts and components will not be removed from one subsystem to repair another unless the need is mission critical and the first supervisor in the management chain has approved the action.
- 7.2 BRS will prepare a memorandum describing the circumstances that required the interchange and list the repair parts and/or components that were exchanged.
- 7.3 Replacement parts and/or components will be ordered as a priority action.



Brown & Root Services

EQUIPMENT MAINTENANCE STANDARD OPERATING PROCEDURES

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
EQUIPMENT MAINTENANCE**

SOP No. 90

1.0 Purpose

Brown and Root Services (BRS) provides repair, maintenance and recovery services for contractor-operated equipment, including automotive, construction, material handling equipment and small engine equipment. Generator maintenance procedures are covered separately.

2.0 Scope

This SOP applies to the LOGCAP 3 Support Contract

3.0 Overview

Accounting and reporting procedures for repair, maintenance and recovery is currently accomplished utilizing shop repair orders, equipment history jackets, daily deadline and non-availability reports. Weekly trip tickets for operators are utilized to identify discrepancies and problems on the equipment. A preventative maintenance schedule is also in place based on a 90-day cycle to inspect and identify problems and discrepancies before they become major breakdowns and to perform the required lubrication and tune-up services to all BRS equipment.

4.0 Standards & Accountability

4.1 Tools and Special Diagnostic Equipment

- 4.1.1 BRS maintenance will provide a secured, lockable area with controlled access to tools, parts, and diagnostic equipment owned by BRS and/or the U.S. Army.
- 4.1.2 Tools will be inventoried when assigned to a mechanic by the tool room custodian. The hand receipt holder, not the supervisor/foreman, will be held accountable in the event of loss or stolen tools. When the hand receipt holder is the supervisor/foreman they will be held accountable.
- 4.1.3 Inventories of all general mechanic tool boxes, special tools and equipment, large wrenches and sockets, fuel injection timing equipment, electronic ignition timing equipment, tap and die sets, special wrenches and pullers, etc. will be inventoried and proper hand receipts and inventory sheets maintained for clearing and inspection quarterly.



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EQUIPMENT MAINTENANCE**

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4.1.4 Mechanics will sign out all tools issued from the tool room using a permanent logbook. All tools must be returned to the tool room in a clean and serviceable condition by close of business each day. When tools have been damaged proper paperwork will be prepared before the user departs. Tools not returned will be reported to the shop supervisor/foreman. A report will be submitted to materials section for further action.

4.1.5 All diagnostic tools, instruments, power tools and special wrenches and tools that are retained in the shop tool room for issue will be engraved or marked when feasible.

4.1.6 Calibration

4.1.6.1 BRS Management will designate the office responsible for tracking equipment calibration within BRS.

4.1.6.2 Each BRS section, to include Maintenance, will provide the office responsible for calibration with a listing of all items requiring calibration.

4.1.6.3 This responsible office will notify all affected sections, including Maintenance, when calibrations are due, and coordinate pick up of the equipment.

4.2 Repair Parts Control (Issuing & Requisitioning Procedure)

4.2.1 Repair parts will be stored in a secure area. Access will be limited to designated personnel. All other personnel must be accompanied.

4.2.2 All repair parts will be inspected for quantity and quality. The parts will be controlled, stored and issued from the parts warehouse. The Parts warehouse will have three controlling documents: the receiving log, the warehouse inventory and the issue log.

4.2.2.1 The receiving log will have the following entries:

- date part received
- invoice document number
- part number
- quantity
- item description
- GP# or CP# if applicable
- Material Requisition number
- Purchase Order number



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4.2.2.2 The warehouse inventory document will have the following entries:

- warehouse
- part number
- description
- unit of measure
- equipment type
- quantity received
- quantity issued
- quantity on hand
- the last issue date
- unit cost
- total cost (optional)
- last purchase order number
- local contract number.

4.2.2.3 The issuing document will have the following entries:

- date of issue
- requisition document number
- part number
- quantity
- item description
- when applicable, GP# and/or CP# of the piece of equipment for which the part is to be used
- location to which the part is being issued
- cost of the item

4.2.3 Warehouse personnel will screen parts requisitions to ensure correctness of information, e.g.:

- date
- job order number
- equipment identification number
- part description
- quantity
- authorized signature present for approval

4.2.4 Parts in stock will be issued to the mechanic and signed for at time of receipt. Prior to the parts being delivered to the customer warehouse personnel will remove the yellow copy of the issuing document and hold as a receipt until the signed copy is returned for filing. The copy is to be used as verification that the part has left the warehouse. The mechanic will then receive a carbon copy of the receipt and the part(s). The mechanic will attach the receipt to his shop repair order. If the vehicle is placed on a deadline status the receipt will stay with the vehicle jacket to verify that the part had previously been issued to the



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vehicle. Note: Vehicles will be placed on a deadline status after 48 hours to allow sufficient time for maintenance personnel to locate the repair parts and make the necessary repairs.

- 4.2.5 BRS personnel will enter pertinent information on a computer program for easy access. The original copy of the parts requisition will be retained for back-up audit information and the reference necessary to support stock level limits and historical demand files. Requests will be filed chronologically by month and week. The files will be kept and maintained in the parts warehouse.
- 4.2.6 BRS personnel will conduct spot inventories as directed. A minimum recommended frequency is bi-monthly. Results of the spot inventories will be recorded and used as a management tool.
- 4.2.7 All requisitions for repair parts will be screened for correct part number, vehicle identification number, quantity, manufacturer, cost and source of supply.
- 4.2.8 Requisitions will be screened by the Maintenance Lead for correctness, accuracy, quantity and cost effectiveness. Requisitions will be signed by authorized personnel (recommend as a minimum Expat Foreman or above) before submission to the Materials Section for processing.
- 4.2.9 All repair parts ordered for deadline equipment will be handled with the highest priority. They will be thoroughly screened and ordered expeditiously (no more than 48 hours after a vehicle has entered the shop for repair).

5.0 Equipment Maintenance Management Plan

The BRS Equipment Maintenance Management Plan consists of the following information:

5.1 The goals of the Vehicle Maintenance Section are:

- keep equipment in a safe and serviceable condition at all times at a reasonable cost
- correct deficiencies
- maintain all equipment at or above 85% availability, subject to certain exceptions involving the availability of repair parts and manpower

5.2 Levels of maintenance are as follows:



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- 5.2.1 **Level One** - Operator maintenance which consists of checking fluid levels, tire pressures, cleaning and washing of equipment (with the exception of washing engine compartments and cab interiors), tightening of bolts, replacing of bolts and washers, adjusting mirrors, checking of lights, gages, brakes, body damage, and oil leaks. Operators will report all malfunctions to the maintenance facility supervisor/foreman and conduct a follow up to ensure that corrective measures are taken.
- 5.2.2 **Level Two** - Organizational maintenance which consists of minor engine component changes such as alternators, starters, fuel pumps (mechanical and electrical), windshield wipers and windshield wiper motors, sparks plugs, batteries, fan belts, exhaust systems, tire replacements and patching, shock replacement, all lights, minor wiring problems, and the replacement of drive shafts. When performing maintenance at this level it will often be necessary to perform the previous level of maintenance as well. This level also provides for Preventative Maintenance Checks and Services (PMCS).
- 5.2.3 **Level Three** - Direct Support which consists of replacing engines, transmissions, differentials, and transfers. The removal, repair, and installation of fuel systems, cooling systems, ignition systems, fuel injection systems, governor systems, complete wiring problems, steering systems, brake systems, and exhaust systems.
- 5.2.4 **Level Four** - General Support, consisting of removing, disassembling, testing, repairing, and reassembling all major components, as well as subcontracted services.

5.3 The BRS maintenance structure allows for all third and fourth levels of maintenance to be performed at the main maintenance facilities.

5.4 Safety is a priority throughout all levels of maintenance, regardless of how small the job.

6.0 Quality Control

Quality control incorporates the following procedures and steps. The goal is reliable and safe equipment in satisfactory operating condition at minimal cost.

6.1 The service shop concept is designed to perform all lubrication and preventative maintenance services on equipment both in the shop and in the field in order to reduce equipment down-time for required scheduled preventative maintenance services. The equipment will remain on a 90 day



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PM schedule. However, equipment operated over extended periods may require more frequent scheduling of services. When the requirement for the vehicle has decreased it will again fall under normal intervals.

- 6.2 Prior to or upon equipment arrival, the shop supervisor will utilize current miles/hours plus dates of arrival to set up service appointments. He will ensure a vehicle history jacket has been constructed for each piece of equipment. If the vehicle or equipment is an older piece of equipment all efforts will be made to continue with the previous maintenance history folder. If the history records are not received, new records will be prepared.
- 6.3 The Supervisor will review the history jackets periodically to ensure they are being maintained properly. Vehicle history jackets will be maintained at all maintenance facilities where vehicles are operated and dispatched or where maintenance support has been established.
- 6.4 When maintenance is required the vehicle is turned in to the shop where the mechanic/production controller identifies the problem and completes a list of all work to be performed on the Shop Repair Order (SRO). The SRO is then passed to the shop supervisor/foreman for review then issued to the service crew to complete all PM services, install any parts issued, or perform any maintenance required according to the SRO. If during the maintenance phase of the operation the mechanic identifies additional work to be performed he will bring it to the attention of the shop supervisor/foreman and that work will be added to the SRO before the corrective action is completed.
- 6.5 Upon completion of the work the service crew returns the SRO to the shop supervisor/foreman for final inspection. The shop supervisor/foreman will make the necessary entries in the SRO's. The parts technician will also ensure all requisitioning information, to include the cost of replacement parts, are correctly annotated on the document. The cost will be entered on a computer database along with other SRO information.
- 6.6 After the Preventative Maintenance and/or minor repairs have been completed, the vehicle is turned over to the supervisor/foreman to be inspected. After inspection, the vehicle is released for pick-up by the customer. If the unit requires additional work, the SRO is returned to the repair shop to complete any remaining repairs. Supervisor/Foreman will perform the final inspections prior to release.

7.0 Preventative Maintenance Intervals

- 7.1 The present interval between PM service inspections for BRS equipment is 90 days.



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7.2 Although PM intervals remain constant the actual performance of the service may be adjusted slightly to accommodate mission requirements - example (In the event a heavy equipment is on a job site and its service become due waiting a couple of days for completion would be appropriate).

7.3 Army Oil Analysis Program (AOAP)

7.3.1 Equipment with an 8 quart capacity and above will participate in the AOAP program.

7.3.2 Oil samples will be taken every two months on engines. This includes all qualified equipment which may be on-site. Transmissions and Hydraulic Systems will be drawn on six- month intervals.

7.3.3 After oil samples are taken they will be recorded on a computer database, labeled, boxed up and forwarded to the AOAP Lab.

7.3.4 An emergency phone call procedure will be established to enable immediate stopping of equipment in the event samples are determined to be grossly abnormal.

7.4 Capital Rehabilitation

In addition to the AOAP conducted on Heavy Equipment. Capital rehabilitation on smaller equipment (under 8-quart capacity) will depend on operators identifying developing problems with the use of instrument panel gages or malfunction indicator lamps (MIL). These indicators will offer early detection of potential problems. Upon identifying these problems, the operator will bring it to the attention of Maintenance, which in turn will identify the specifics using additional testing devices.

8.0 Preventative Maintenance Record Card or Files

8.1 Equipment with assigned attachments will be identified on the Preventative Maintenance (PM) record card or file and a specific marking to ensure proper PM attention.

8.2 The PM record cards will be maintained manually or on a computerized database at the Central Maintenance Facility. When possible the following information will be recorded on all the completed Preventative Maintenance Service Repair Orders:

- a) Type of PM service performed,
- b) Date performed,



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- c) Cumulative mileage/hours,
- d) Oil change or filter change,
- e) Fuel filter change,
- f) Hydraulic filter change,
- g) Air filter change,
- h) Next service due.

8.3 PM record cards or printouts will become a permanent part of the vehicle history jacket whenever equipment is transferred or disposed of.

9.0 Deadline Vehicle Inspection

9.1 Inspect to ensure that:

- a) All openings are covered and weather-tight.
- b) All machine surfaces are preserved.
- c) All disassembled components are tagged, covered and stored.
- d) No cannibalization has taken place since the last inspection (controlled parts interchange is not approved as a normal procedure, although the Maintenance Manager/supervisor may authorize it to meet operational commitments) on a case-by-case basis with full documentation.
- e) Parts removed from deadline equipment are replaced with the non-serviceable item, and the Maintenance Manager/supervisor ensures that replacement parts are ordered for the deadline piece of equipment.
- f) All replacement parts, cost and labor hours are charged against the piece of equipment on which the part failed. When the replacement parts are received and installed, only the labor involved is to be charged to the piece of equipment from which the interchange part was taken.

9.2 Periodic inspections and inventories will be conducted on all deadlined equipment to ensure damage, theft, or uncontrolled cannibalization has not taken place.

10.0 Placing Vehicles and Equipment on the Vehicle Readiness Report

10.1 When vehicles/equipment are on a deadline status, precautions must be taken to ensure that the vehicle will not be accidentally returned to service.

10.2 A vehicle identified as a potential deadline will be given 48 hours before being placed on the Readiness Report as a deadline vehicle. All efforts will be made during that 48 hour period to make any repairs or fabricate any parts necessary to preclude a deadline status. Vehicle readiness and safety are our major concerns.



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- 10.3 Document reasons for delays, e.g., "stop for parts". Turn over SRO package to the repair parts clerk. Ensure that all parts preventing the vehicle from being made operational are noted and ordered.
- 10.4 When removal of a part becomes necessary from one deadlined vehicle to repair another, authorization will first be requested in writing from the BRS Materials Manager.
 - The Maintenance Manager/Supervisor will ensure replacement parts are ordered for the deadlined equipment.
- 10.5 Contract Acquired Government Owned (CAGO) Equipment deadline report shall be reported separately from all other equipment maintained by the BRS Maintenance Facility.

11.0 Tire Repair and Replacement

- 11.1 Safety approved eye protection will be worn. Safety shoes properly worn and laced.
- 11.2 When inflating tires with lock ring design, a safety cage will be used.
- 11.3 When a jack is used to raise a vehicle, jack stands will be used to support the vehicle.
- 11.4 Each vehicle will be properly blocked to prevent movement.
- 11.5 Axles will be matched up with the same tire tread design.
- 11.6 When mounting large truck tires, two persons will be required. The requirement for two persons is to assist in handling the tire through out the repair process and mounting the tire to ensure proper seating of the wheel, while torque procedures are taking place.
- 11.7 All lug nuts will be tightened down to vehicle specifications.
- 11.8 Once torquing has been determined to be complete, the operator shall drive around the parking lot and return to the tire shop to re-torque the lug nuts.
- 11.9 The shop area must be maintained in a high state of police, i.e. free from all soaps, oils and other slippery products, tire irons, creepers, tools and jack stands.



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- 11.10 Creepers will not be allowed to remain lying in a working position. When not in use they will be stood up to preclude anyone stepping on them.
- 11.11 Only authorized personnel will be allowed in the work area.
- 11.12 There will be no one allowed in the cab of the vehicle while the tire repairman is working on the piece of equipment.
- 11.13 All employees working as tire repairmen will complete one week of on-the-job training and be required to pass a safety test.

12.0 Dispatching of Vehicles

- 12.1 Primary dispatching of vehicles and equipment will be performed by Maintenance. Dispatching of vehicles and equipment is available 24 hours a day, seven days a week
- 12.2 The primary missions of dispatching are:
 - ensure the safe operational condition of all vehicles and equipment
 - identify any damage to equipment, particularly unreported damage and repair procedures not initiated
 - ensure accountability of equipment
 - capture due or overdue services

13.0 Motor Equipment Utilization Record

This is the main dispatch sheet and the most important vehicle authorization and usage document in the dispatch folder. When replacing the old dispatch the dispatcher will ensure that the old one is completely filled in and it is retained.

13.1 BRS Inspection List

1. This inspection sheet will be placed in every dispatch folder. It is to be used by the driver to annotate any deficiency he/she notices on pre-operational checks. The form is also used by dispatch when inspecting the vehicle/equipment for dispatch renewal.
2. The form is broken down into seven-day increments and offers numerous safety areas to be checked daily. The inspection should not be limited to



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these areas and any other problems one might notice should be reported to the maintenance facility.

3. Included in every dispatch folder will also be a Motor Vehicle Accident Report and an Operator's Report of Motor Vehicle Accident form.
4. Also within the dispatch folder will be a BRS Schedule of Services. This booklet is included to announce to the operator when his/her previous service was performed and when his/her next service is due.

14.0 Vehicle Damages

- 14.1 When equipment is damaged by accident/incidents the maintenance personnel will prepare an ECOD.
- 14.2 This ECOD is to be used only to open the Material Request Form to initiate the repairs necessary. The Material Request Form will reflect the ECOD damages broken down into two areas (that which is to be repaired by Brown and Root and that which is to be repaired by Local Repair Shops).
- 14.3 Maintenance will also render assistance when identifying damage to the Local Repair Shops.
- 14.4 The ECOD prepared by BRS Maintenance Section will be annotated with an (S) to identify damage that affects safety or road worthiness of the Non-Tactical Vehicle (NTV). An (NS) annotation on the ECOD indicates a non-safety type of repair. These classifications are there to assist the military in identifying essential repairs.
- 14.5 The ECOD is submitted to Procurement for solicitation of Local Vendor repair bids. Procurement identifies to the Local Repair Vendors all deficiencies requiring repairs (with assistance from Maintenance, if necessary).
- 14.6 Bids received from local body repair shops will be used for supporting documentation when submitted LDD'S to the Government for repair approval.



Brown & Root Services

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

1.0 Purpose

Brown & Root Proprietary Data-Source Selection **Information-See FAR 3.104**

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**Logistics Civil Augmentation Program (LOGCAP)
HVAC**

SOP No. 9P

The purpose of this Standard Operating Procedure (SOP) is to provide policies and procedures for the operation, maintenance, repair and inspection of heating, ventilation, air-conditioning, and refrigeration equipment (HVAC-R).

2.0 Scope

This SOP is applicable to the LOGCAP 3 Support Contract.

3.0 Equipment Maintenance Management Plan

3.1 The Brown and Root Services (BRS) HVAC-R Maintenance Management Plan consists of the following:

3.1.1 The goals of HVAC-R maintenance are:

- Maintain equipment in a safe and serviceable condition.
- Detect minor deficiencies and perform repairs
- Maintain, at a minimum, an 85% availability rate.

3.1.2 Levels of maintenance are:

- Operator's Maintenance (level one),
- Organizational Maintenance (level two)
- Intermediate Maintenance (level three).

3.1.3 Level one maintenance is accomplished and performed by the operator on a daily basis to ensure early detection of deficiencies.

3.1.4 Level two maintenance consists of:

- Safety/mechanical inspections, lubrications, services and adjustments beyond the operator's responsibility. To minimize repair costs and downtime, a skilled technician is utilized for level 2 maintenance requirements.

3.1.5 Level three maintenance consists of:

- Performed in HVAC-R maintenance shop.
- Removal/replacement of parts, repair, alteration, calibration, modification and the rebuild of minor assemblies.

4.0 Procedures



**Logistics Civil Augmentation Program (LOGCAP)
HVAC**

SOP No. 9P

- 4.1 Daily and/or monthly inspections of window air conditioner/heater units, central A/C units, Oil Fueled Heaters, reefer units, and other client specific equipment will be conducted as determined necessary.
- 4.2 Inspection sheets will be completed at the end of the established reporting period. Enclosures 1-4 represent generic example inspection forms; site specific forms will vary in both content and format.
- 4.3 BRS HVAC-R personnel will keep the Camp/Site Manager informed on all maintenance issues with associated HVAC-R equipment.
 - For repairs reported or requested by the client, a service request must be generated by the client and provided to BRS prior to commencement of work.
 - Emergency work may be performed prior to receipt of the service request, however, followed up with a Service Request is required.
- 4.4 BRS HVAC-R personnel will conduct inspections for equipment dedicated for BRS Camps and/or site use.
 - Remote sites will be checked once daily or as accessibility permits, depending on situations encountered by BRS HVAC-R personnel.
- 4.5 BRS HVAC-R personnel will inform the Camp/Site Manager if equipment can not be repaired or is not economical to repair. Replacement status will be provided as soon as it is available.
- 4.6 Prior to removing HVAC-R equipment from a camp or site BRS HVAC-R personnel will notify the Camp/Site Manager and the BRS property section.
 - For remote sites, BRS Camp Operations and client representative will be notified and a warehouse requisition will be utilized for accountability.
 - If equipment is not economical to repair and is not in existing stock, a replacement item will be requisitioned.

5.0 Reefer Repair, Relocation, Setup and Removal

When repair, relocation, setup or removal of reefer equipment is required the following procedures will be followed:

- Under normal operations (non-emergency) BRS HVAC-R personnel require, a minimum of 24 hours advance notification for the setup, removal, or relocation of any reefer unit.



**Logistics Civil Augmentation Program (LOGCAP)
HVAC**

SOP No. 9P

- BRS HVAC-R personnel will notify logistics and the DFAC Manager of the requirement.
- The DFAC Manager will be informed as to the extent of repairs and time frame of the repairs.
- Under no circumstance will a reefer unit be placed into operation without being verified by BRS HVAC-R personnel.

6.0 Reefer Maintenance and Repairs

- 6.1 Reefer operations are critical to BRS food service operation and therefore all personnel must ensure that the maintenance, inspection, and repair of reefer equipment are given the required attention.
- 6.2 BRS HVAC-R personnel will conduct daily and/or monthly inspections of reefer equipment. Inspections will be documented.
- 6.3 BRS HVAC-R personnel will respond to any required reefer repairs.
- Work closely with DFAC Managers to ensure food products are safeguarded from spoilage during the course of their repairs.
 - BRS HVAC-R personnel will make every effort to meet their estimated time of repairs; however, the DFAC Manager must be informed of any changes affecting the estimated completion times.

7.0 Preventative Maintenance Inspection Intervals

- 7.1 Manufacturers specifications or best business practices for Preventative Maintenance (PM) schedules will be utilized.
- 7.2 PM schedules/intervals will be adjusted for extreme environmental and weather conditions as required.

8.0 Deadline Inspection

- 8.1 A complete inspection will be performed prior to placing equipment on deadline status.
- 8.2 All required repair parts for deadlined equipment will be placed on order within 24 hours of identification of deadline status.



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**Logistics Civil Augmentation Program (LOGCAP)
HVAC**

SOP No. 9P

9.0 Airfield HVAC Maintenance

- 9.1 BRS will ensure that all Minimum Essential Level (MEL) HVAC systems are functioning correctly and ensure that a minimal backup is available at all times.
- 9.2 BRS shall provide a 10-minute response to repair any cooling systems.

Example

Enclosure 1

**MONTHLY AC/HEAT (WINDOW UNIT)
INSPECTION AND MAINTENANCE**



Logistics Civil Augmentation Program (LOGCAP)
HVAC

SOP No. 9P

GP # _____

DATE: _____

LOCATION _____

SIGNATURE: _____

	STATUS	COMMENT
BELT CONDITION		
PULLEY CONDITION		
HEAT STRIP		
EVAPORATOR FAN		
CONDENSER FAN		
THERMOSTAT		
FRESH AIR INTAKE		
COMPRESSOR		
REFRIGERANT LEVEL		
REFRIGERANT CIRCUIT		
COMPRESSOR OIL LEVEL		
CONDENSER CLEANLINESS		
ELECTRICAL COMPONENTS		
CLEANLINESS (FILTERS)		
HUMIDIFIER CONDITION		
DRAIN PAN AND HOSES		

DATE: _____

SUPERVISOR: _____



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**Logistics Civil Augmentation Program (LOGCAP)
HVAC**

SOP No. 9P

Example



**Logistics Civil Augmentation Program (LOGCAP)
HVAC**

SOP No. 9P

Example

Enclosure 4

**MONTHLY REEFER MILL VAN
INSPECTION AND MAINTENANCE**

Equipment ID: _____

Date: _____

Location: _____

Signature: _____

R _____

	STATUS	COMMENTS
BELT CONDITION		
PULLEY CONDITION		
HEAT STRIP		
EVAPORATOR FAN		
CONDENSER FAN		
THERMOSTAT		
FRESH AIR INTAKE		
COMPRESSOR		
REFRIGERANT LEVEL		
REFRIGERANT CIRCUIT		
COMPRESSOR OIL LEVEL		
CONDENSER CLEANLINESS		
ELECTRICAL COMPONENTS		
CLEANLINESS (FILTERS)		
HUMIDIFIER CONDITION		
DRAIN PAN AND HOSES		
BEARINGS		
FAN MOTOR		
CONTAINER CONDITION		

DATE _____

SUPERVISOR _____

POWER GENERATION STANDARD OPERATING PROCEDURE

SOP No. 9R

Enclosure 1



Brown and Root Services
LOGCAP Support Contract

Power Generation Department Brown & Root Generators - Daily Check Sheet

GP # **Size (kW)** **Voltage (V)** **Frequency (Hz)**

Genset Model Engine Model Last Svc Last OS
 Genset Serial Engine Serial Next Svc Next OS hrs/date

Camp _____ **Supplying power for** _____

Day	Date	Hours	Phase 1	Phase 2	Phase 3	Cooling System	Oil
MON							
TUE							
WED							
THR							
FRI							
SAT							
SUN							

INDICATE IN THE REMARKS BELOW, ANY PROBLEMS IDENTIFIED

REMARKS

MON	
TUE	
WED	
THR	
FRI	
SAT	
SUN	

Done by: _____

Reviewed by: _____

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**POWER GENERATION
STANDARD OPERATING PROCEDURE**

SOP No. 9R

|

POWER GENERATION STANDARD OPERATING PROCEDURE

SOP No. 9R

Enclosure 2



Brown and Root Services
LOGCAP Support Contract

Power Generation Department Brown & Root Light Sets - Daily Check Sheet

GP # **Size (kW)** **Voltage (V)** **Frequency (Hz)**

Genset Model Engine Model Last Svc
 Genset Serial Engine Serial Next Svc

Camp _____

Day	Date	Hours	Cooling System	Oil	Fuel	Air	Battery
MON							
TUE							
WED							
THR							
FRI							
SAT							
SUN							

INDICATE IN THE REMARKS BELOW ANY PROBLEMS IDENTIFIED

REMARKS

MON _____

TUE _____

WED _____

THR _____

FRI _____

SAT _____

SUN _____

Done by: _____

Reviewed by: _____

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**POWER GENERATION
STANDARD OPERATING PROCEDURE**

SOP No. 9R



Brown and Root Services
LOGCAP Support
Contract

Enclosure 5

**Power Generation Department
Service/Repair/Order (SRO) Sheet**

GP#		Genset Model		Engine Model	
Size (kW)		Genset Serial		Engine Serial	
Camp					

SCHEDULED SERVICE PARTS

DATE:	HRS	QTY	PARTS DESCRIPTION	PART NUMBER	REMARKS

REPAIR PARTS

DATE:	HRS	QTY	PART DESCRIPTION	PART NUMBER	REMARKS

PARTS ON ORDER

DATE:	HRS	QTY	PART DESCRIPTION	PART NUMBER	REMARKS

Done by:

Reviewed by:

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**POWER GENERATION
STANDARD OPERATING PROCEDURE**

SOP No. 9R



Enclosure 5

**Power Generation Department
Service/Repair/Order (SRO) Sheet**

GP#		Genset Model		Engine Model	
Size (kW)		Genset Serial		Engine Serial	
Camp					

SCHEDULED SERVICE PARTS

DATE:	HRS	QTY	PARTS DESCRIPTION	PART NUMBER	REMARKS

REPAIR PARTS

DATE:	HRS	QTY	PART DESCRIPTION	PART NUMBER	REMARKS

PARTS ON ORDER

DATE:	HRS	QTY	PART DESCRIPTION	PART NUMBER	REMARKS

Done by:

Reviewed by:

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Logistics Civil Augmentation Program (LOGCAP)
EQUIPMENT MAINTENANCE OPERATIONS

SOP No. 9R

Enclosure 7

OIL ANALYSIS REQUEST				KEYPUNCH CODE		
TO	OIL ANALYSIS LAB			1-3		
FROM	MAJOR COMMAND	BROWN & ROOT	BOSMA	4		
	OPERATING ACTIVITY (Include ZIP Code/APO) BODAAD			6-10		
EQUIPMENT NOBEL/APL				11-14		
EQUIPMENT SER. NO.				15-20		
END ITEM MODEL/HULL NO.						
END ITEM SER. NO./ETC						
DATE SAMPLE TAKEN (Day, Mo., Yr)		LOCAL TIME SAMPLE TAKEN		21-24		
HOURS/MILES SINCE OVERHAUL				25-29		
HOURS/MILES SINCE OIL CHANGE				30-33		
REASON FOR SAMPLE ◆ ROUTINE ◆ LAB REQUEST ◆ TEST CELL ◆ OTHER (SPECIFY)				34		
OIL ADDED SINCE LAST SAMPLE (Pts, Qts, Gals)				35-36		
ACTION TAKEN						
DISCREPANT ITEM						
HOW MALFUNCTIONED						
HOW FOUND ◆ LAB REQUEST ◆ AIR OR GROUND CREW						
HOW TAKEN ◆ DRAIN ◆ TUBE	SAMPLE TEMPERATURE ◆ COLD ◆ HOT		TYPE OIL	37-38		
REMARKS						
FOR LAB USE ONLY						
SAMPLE RESPONSE TIME				39-40		
FE 41-43	RF 44-46	AL 47-49	CR 50-52	CU 53-55	MG 56-58	NI 59-61
PS 62-64	SI 65-67	SN 68-70	TI 71-73	MO 74-76		
LAB RECOMMENDATION				77-78		
SAMPLE NO.	SIGNATURE		FILE MAINT 79	DATA SEQ 80		

DD : FORM 2026 PREVIOUS EDITION WILL BE USED
NOV 77



Brown & Root Services

POWER GENERATION STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
POWER GENERATION**

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**Logistics Civil Augmentation Program (LOGCAP)
POWER GENERATION**

SOP No. 9R

1.0 Purpose

To establish procedures for the operation, maintenance, and repair of power generation equipment throughout the Theater of Operations (TO).

2.0 Scope

This Standard Operating Procedure applies to Brown and Root Services (BRS) support of LOGCAP 3 Support Contract.

3.0 Responsibilities

3.1 BRS is responsible for the operation, maintenance, and repair of BRS and identified U.S. Army power generation equipment, including those on light sets and refrigeration units.

3.1.1 BRS will manage the overall power generation function.

To include:

- Ensure that trained and qualified personnel support the BRS power generation mission.
- Ensure required checks are conducted and equipment is properly maintained.
- Maintain maintenance records at camps/sites for review and historical data availability. If site does not have adequate office facilities maintenance records will be maintained at the nearest servicing office.
- Inform Base Camp/Site Managers of deficiencies with power generation equipment on their camps/sites.
- Manage the Army Oil Analysis Program (AOAP) using USAREUR Material & Oil Analysis Laboratories External SOP.
- In reference to military directives and contract requirements.

3.2 BRS is responsible for daily operation and maintenance of power generation equipment and taking oil samples in support of the AOAP program.



**Logistics Civil Augmentation Program (LOGCAP)
POWER GENERATION**

SOP No. 9R

- 3.2.1 Base Camp/Site Managers will be informed of periodic and daily checks & maintenance service of power generation equipment in their Area of Responsibility (AO).

4.0 Procedures

- 4.1 BRS will conduct daily checks. Readings, any faults noticed or repairs performed will be recorded on the appropriate data collection sheets and recorded weekly for generator performance evaluation.
- 4.2 Check sheets will be utilized as developed according to the site specific equipment being serviced. Essential items on generators that will be checked daily is contained in Annex I. Enclosures 1 through 4 are to be utilized, as required.
- 4.3 All generators will be maintained in reference to the applicable manufacturer manuals, technical manuals, and technical orders unless the Generator Supervisor determines that more frequent servicing is required based on generator usage and environmental site conditions.
- 4.4 Engine oil samples will be taken for the AOAP and forwarded to the applicable government test laboratory.
- 4.5 Daily check sheets shall be filed and maintained at the service camp/site generator office.
- Required repair parts will be identified on a Shop Repair Order (SRO) sheet or an Equipment Repair Record (see enclosure 5 and 6).
- 4.6 Equipment requiring major repairs will be delivered to the applicable generator shop. Movement of generators must be coordinated with the Camp/Site Manager and BRS Government Property department.

5.0 Procedures for Force Protection and Commercial Power Back-up Generators

When back-up generators are required for force protection and maintained as emergency back up to Commercial Power, the following procedures will be followed:

- Back up generators will be checked and started daily, to ensure batteries are fully charged.



**Logistics Civil Augmentation Program (LOGCAP)
POWER GENERATION**

SOP No. 9R

- Back-up generators will be put on line for at least 4 hours per week. If Client requirements are such that the 4 hours per week is not possible, the generator supervisor will make a technical evaluation and determine an alternate schedule.
- The AOAP will be implemented and maintained.
- Required repairs should be performed on site if possible.
- Daily inspections will be performed and check sheets maintained at the service camp/site generator office.

6.0 Army Oil Analysis Program (AOAP)

- 6.1 The AOAP will start once the equipment warranty has expired. Oil samples will be taken at every 250 hours or 30 days, whichever ever comes first. An AOAP work request form (enclosure 7 and 8) will be filled out and forwarded to the Army Oil Analysis Laboratory. Upon return of the DD Form 2026 from the AOAP Laboratory, corrective actions specified will be completed and filed in the specific equipment maintenance file.
- 6.2 When a DA Form 3254-R (Oil Analysis Recommendation and Feedback) is received and the maintenance action is complete, it will be returned to the AOAP Laboratory with action taken annotated in item 14 on the DA Form 3254-R.

7.0 Property Accountability

All personnel utilizing tools will be responsible for the tools in their possession. Scheduled inventories and appropriate security measures will be implemented and maintained.

8.0 Controlled Parts Interchange

Parts will not be removed from deadlined equipment to repair another piece of equipment unless approved by the BRS property/material manager for emergency repair of critical mission equipment. Replacement parts will be immediately ordered as a priority.



**Logistics Civil Augmentation Program (LOGCAP)
POWER GENERATION**

SOP No. 9R

9.0 Health, Safety and Environmental (HSE)

HSE practices will be in reference with BRS HSE procedures and policies and/or host country HSE site specific requirements as applicable.

10.0 Airfield Power Generation Maintenance

BRS will provide routine maintenance and repair of the airfield lighting and power distribution systems which will include:

- A. Daily inspections of all airfield lighting prior to the start of flying operations.
- B. BRS will provide 10-minute response to repair any component of the airfield lighting system.
- C. BRS will provide a 10-minute response for all electrical loss to ensure back-up generator power is functioning correctly and will maintain a 10-minute response time when critical facilities and airfield lighting are on backup generator power.
- D. BRS will perform maintenance and repair for generator power equipment for the air control and navigational facilities. BRS will respond within 10-minutes to start backup power or ensure that backup power, started by site personnel, is operating correctly if required. BRS will start all affected backup generators at least 15-minutes prior to all scheduled power outages.
- E. BRS will maintain a 10-minute response time during times when sites are operating on backup power generation systems.
- F. BRS will perform both scheduled and unscheduled maintenance of all power generation equipment in accordance with either applicable technical orders or manufacturers recommendations. BRS will use established procedures to document these services.
- G. In the event of a power outage or malfunction, priority for generator service will be determined by airfield management.
- H. BRS shall maintain current records of equipment operation, maintenance, repair and operation.
- I. BRS shall conduct a quarterly inventory of all generators and send a copy to Property and reconcile inventory results with CA/CRL records. Include the following data for each generator in the inventory: location, capacity (kW), voltage, single or 3-phase, 50Hz or 60 Hz, fuel type, manufacturer, fuel tank type



**Logistics Civil Augmentation Program (LOGCAP)
POWER GENERATION**

SOP No. 9R

and size, run time on full tank, serial and stock numbers, year manufactured and maximum demand load.

- J. BRS shall train users, as determined necessary by airfield management, quarterly or within 10 days of new user arrival. Training shall include procedures required for safe operation of backup power systems. BRS shall document the training.
- K. BRS shall review all standard BRS generator maintenance logs at least quarterly to verify generators and associated equipment are adequate and reliable. Replace generators carrying a load less than 25 percent capacity with a smaller generator, when one becomes available.
- L. BRS shall develop and maintain schedules and procedures for maintaining, exercising and testing electrical systems. BRS shall perform all scheduled and unscheduled generator maintenance IAW applicable technical orders or manufacturers recommendations.



**Logistics Civil Augmentation Program (LOGCAP)
POWER GENERATION**

SOP No. 9R

Annex I

ESSENTIAL ITEMS TO BE CHECKED ON A DAILY BASIS

The following is the list of essential items to be checked on a daily basis:

1. Date
2. Hours
3. Volts
4. Hertz
5. Load
6. Oil System
7. Air System
8. Coolant System
9. Fuel System
10. Belts
11. Battery Charging System
12. Generator Grounding
13. Check electrical connections
14. Remove dust/dirt/clean drip pans



Brown & Root Services

PRIME POWER OPERATION STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
PRIME POWER OPERATIONS**

SOP No. 9S

1.0 Purpose

To establish procedures for Prime Power operation, maintenance, reporting, and accountability.

2.0 Scope

This Standard Operating Procedure applies to the Balkan Support Contract.

3.0 Procedures

3.1 Daily Checks

Brown and Root Services (BRS) personnel will perform daily checks on generators.

3.2 Weekly Maintenance

Units will have preventive maintenance performed utilizing TM 9-6115-604-12 as a guide. Also, the unit will be ran under a full load for 1 hour, allowing the unit to be observed for abnormalities while being operated in a parallel state.

3.3 Army Oil Analysis Program (AOAP)

Engine operating hours, AOAP, and/or calendar time dictate oil changes.

Oil samples are submitted to the Oil Analysis Laboratory per usage. Records of the sample results are filed.

3.4 Services

Engine operating hours and/or calendar time determines the frequency of maintenance inspections.

Services are driven by the elapsed engine hours or the elapsed calendar time.

The following is the precedence of service interval:

- Engine hours meet the 300, 900, or 3000 hour service interval.



**Logistics Civil Augmentation Program (LOGCAP)
PRIME POWER OPERATIONS**

SOP No. 9S

Protective relay, meters, and circuit breaker calibration will be accomplished utilizing appropriate maintenance directives, if applicable. Results of calibrations will be documented in historical files.

3.5 Log Books

3.5.1 Unit Log Books

Upon shift change, the Shift Supervisor Control Room Operator (CRO) will assume the plant from the off going Shift Supervisor. Only the operating units will require logbook entries in the individual log books. Each time a unit is prepped for running the unit will be assumed by the CRO.

3.5.2 Control Van Log Books

A Control Van Log book will be maintained for each individual Control Van.

3.6 Grounding

Grounding tests will be conducted monthly and records will be maintained on site.

3.7 Commercial Electrical Power Company Support

Inspection and maintenance services will be provided for all high voltage electrical equipment installed by commercial electrical companies, as directed. Inspection and maintenance services will be performed in accordance with the requirements provided by the power providers or equipment owners, when available, in addition to utilizing best commercial practices.

4.0 Reports

4.1 The "Weekly SITREP" and the 300, 900-hour Service Interval will be forwarded to the Loan Program Manager.

4.2 Historical records will be maintained.



Brown & Root Services

SUPPLEMENTAL MAINTENANCE STANDARD OPERATING PROCEDURE

LOGCAP 3 Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

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**Logistics Civil Augmentation Program (LOGCAP)
EQUIPMENT MAINTENANCE OPERATIONS**

SOP No. 9T

1.0 Purpose

To establish procedures for performing organizational maintenance services to units supported within the Supplemental Maintenance Program.

2.0 Scope

This Standard Operating Procedure applies to the LOGCAP 3 Support Contract.

3.0 Responsibilities

3.1 Provide 24-hour organizational maintenance services.

3.2 Services to be provided are equipment dispatching, scheduled periodic maintenance services, unscheduled equipment repairs, recovery support, maintenance of Operator Qualification records, Class IX repair parts support, equipment status/readiness reporting, Army Oil Analysis Program (AOAP) compliance, secured vehicular motor pools, fuel and electric direct support level repair section and a battery maintenance facility.

4.0 Unit Authorization for Service

Designated client authority will identify units and equipment that are authorized to utilize the contracted supplemental maintenance program. Back-up support services will be provided for command designated equipment authorized via the monthly Material Readiness Review. Maintenance management of these items will be integrated into the owning units Unit level Logistic-Ground (ULLS-G). Prescribed Load List (PLL) will be managed at a central location co-located with the command designated items. Authorization to order Class IX for sensitive equipment is unauthorized.

5.0 Procedures

5.1 Scheduled Maintenance Services

5.1.1 Brown and Root Services (BRS) will coordinate with the supported units to receive a copy of all projected scheduled services. BRS will insure that sufficient parts are on hand to fully complete all services scheduled to be presented by the units. It is recommended that a 21-day inventory of parts be available to allow for order/ship time and delivery from the Supply Support Activity (SSA).



**Logistics Civil Augmentation Program (LOGCAP)
EQUIPMENT MAINTENANCE OPERATIONS**

SOP No. 9T

-
- 5.1.2 Supported units will present the vehicle with a Unit Level Logistic System (ULLS) generated 5988 along with any deferred maintenance parts received since last service.
 - 5.1.3 BRS will review all documents for completeness and do a technical acceptance inspection (DA Form 2404). The acceptance technical inspection is to establish the overall condition of the vehicle and insure that there is no unsubstantiated damage, missing parts, and the vehicle is clean. This inspection also insures there are no weapons, ammunition, or explosives present. The BRS Site Manager and the Squadron Maintenance Officer/Battalion Maintenance Officers (SMO/BMO) of the customer unit will arbitrate any discrepancies.
 - 5.1.4 The technical acceptance inspection DA 2404 is prepared in two copies. The 1st copy given to the owning unit and the second copy filed with the Service and Repair Order job packet.
 - 5.1.5 BRS performs a service inspection that includes all items from the applicable Dash 10 and Dash 20 technical manuals, lubrication orders, and technical bulletins. Any additional procedures or work requested by the customer will be annotated during this inspection.
 - 5.1.6 The BRS Site Manager assigns the vehicle to a BRS work team. BRS team leaders conduct the appropriate Total Safety Task Instructions (TSTI) briefing prior to work commencement.
 - 5.1.7 BRS team leaders will notify the BRS technical inspector for in process reviews when brake work is performed or internal seals are replaced and prior to reinstalling wheel hubs. BRS team leaders also insure that any Test Measurement and Diagnostic Equipment (TMDE) used has a current calibration prior to use.
 - 5.1.8 BRS team leaders insure that corrective action entries are specific and detailed and the BRS badge number of the mechanic(s) performing the repairs is annotated in the "initials" column of the DA Form 2404.
 - 5.1.9 BRS team leaders will notify the BRS technical inspector when all work requirements are met, all deferred maintenance items identified and the vehicle is ready for final inspection.
 - 5.1.10 The BRS technical inspector will conduct a road test and final inspect the vehicle.



**Logistics Civil Augmentation Program (LOGCAP)
EQUIPMENT MAINTENANCE OPERATIONS**

SOP No. 9T

5.1.11 When all technical and administrative standards are met the BRS technical inspector will contact the customer Quality Assurance Representative (QAR) to perform the Government Inspection. Should any additional work requirements be identified the vehicle will be returned for corrective action.

5.1.12 After inspection the QAR will sign the BRS Shop Repair Order (SRO) as received. The customer unit will receive the original copy of the service DA Form 2404 /Inspection showing all maintenance tasks performed and a copy of the BRS SRO. BRS will retain a copy of the service packet and the original BRS SRO.

5.2 Unscheduled Maintenance

Units may request assistance on performance of unscheduled maintenance (deadline) for vehicles authorized by the US Forces Command. These vehicles can be recovered to the shops or if the unit requests unscheduled maintenance may be performed on site. The onsite maintenance can only be performed if all safety and technical standards can be met. The BRS technical inspector will perform the same acceptance technical inspection in para. 4.1. Procedures are the same for work completion and issuance of the job back to the customer.

6.0 Standards

All Equipment will be maintained utilizing AR 750-1 PARA 3-1, General Maintenance Policies, and the applicable TM-10/-20 Maintenance Standard as guides.

6.1 Army Oil Analysis Program (AOAP)

All eligible equipment will be enrolled under AOAP. Sampling intervals will be as directed by the Oil analysis Lab once an initial sample has been submitted. Oil analysis requests will be generated using the ULLS-G. Samples will be submitted to the AOAP Lab for analysis.

6.2 Calibration

All TMDE requiring calibration will be turned-in to the TMDE Lab for calibration. A DD Form 1687 Delegation of Authority will be submitted authorizing personnel to turn-in and receive TMDE items from the LAB.



**Logistics Civil Augmentation Program (LOGCAP)
EQUIPMENT MAINTENANCE OPERATIONS**

SOP No. 9T

7.0 Reporting and Repair Parts

7.1 Status Reporting

Equipment status will be reported through the Army Material Status System (AMSS) reports generated by the Unit Level Logistic System (ULLS). The reporting period is from the 16th day of the month through the 15th day of the following month. This report will be forwarded via diskette or e-mail no later than close of business on the 16th of each month to the designated Material Officer (MATO).

7.2 Unit Level Logistic System (ULLS)

This automated system will be utilized for the production control of maintenance to include, status reporting, AOAP, unit supply functions and property management.

7.3 Unit Level Logistic System-Ground (ULLS-G)

The ULLS will be utilized to generate AMSS reports and record equipment operational and historical maintenance data. This system will also be utilized to requisition and receive Class IX repair parts and to generate equipment status reports. ULLS-G procedures are covered in the End User Manual.

7.4 Automation Support

Standard Army Management Information System (STAMIS) support will be provided by the US Forces, Combat Service Support Automation Management Office (CSSAMO).

7.5 Supply

BRS has been transferred the existing Unit Identification Code (UIC) and Department of Defense Activity Address Code (DODAAC) with the equipment in order to retain continuity of supply and property functions.

7.5.1 Repair Parts

BRS will maintain a PLL based on demand history. The number of lines authorized on hand will not exceed 300.

7.5.2 Requisitions

Request for issue of repair parts, status and turn-in will be generated via diskette using the ULLS-G. Transactions will be sent to the SSA.



**Logistics Civil Augmentation Program (LOGCAP)
EQUIPMENT MAINTENANCE OPERATIONS**

SOP No. 9T

A DD form 1687 Delegation of Authority signed by the Maintenance Manager will be submitted and on file at the SSA. Personnel must be listed on the 1687 to request and receive items from the SSA.

8.0 Direct Support Level Maintenance Functions

8.1 Fuel and Electric Repair

The Fuel and Electric Repair section will maintain the required repair parts and perform repairs on those items the SSA maintains as direct exchange. Maintenance Allocation Charts found in the appropriate Technical Manuals will be reviewed to insure that the repairs to the items received do not exceed the Direct Support level. This is the "F" column on the charts. Only those sub-components of the item that have failed or deemed to soon fail will be replaced. Items that are deemed uneconomically repairable will be appropriately classified and returned to the SSA with the required documents for disposal. At no time is a direct issue to a unit allowed from the Fuel and Electric section.

8.2 Battery Shop Operations

Lead acid battery maintenance will be accomplished using the procedures and methods contained in US Army TM 9-6140-200-14. Batteries found to be unserviceable will be thoroughly drained and turned in.



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Section 1 - Signature Sheet

Task Order 31

A. Plan Preparer

Dennis Bagnocche, CSP _____

Date _____

Health, Safety and Environmental Manager

Phone Number (703) 526-7608

B. Plan Approval

Robert Reeves _____

Date _____

Project General Manager

Phone Number (713) 676-7274

C. Plan Concurrence

John Downey _____

Date _____

Program Manager

Phone Number (713) 676-7822



A. SANITATION AND MEDICAL REQUIREMENTS.

1. Sanitation

a. Appropriate sanitation shall be exercised at all work sites, such as:

- (1) Potable water shall be obtained from known sources, normally Class I bottled and or bagged water.
- (2) Chemical toilets shall be provided if necessary on construction sites in the numbers and serviced in the manner prescribed by 29 CFR 1926.51. A minimum of one toilet will be provided for each 40 personnel on the site. Each chemical toilet will be cleaned and serviced on a daily basis or as required.
- (3) Washing facilities shall be provided if necessary on construction sites as required by paragraph 29 CFR 1926.51. Each washing facility shall be provided with water, soap, and paper towels.

2. Medical

- a. First aid kits shall be provided at the jobsite, at all times, in the numbers, and conforming to the requirements of 29 CFR 1926.50, and containing all emergency medical supplies as currently recommended by the American Red Cross. Each company vehicle shall also have a first aid kit. Weekly checks shall be made to ensure the kits are properly Maintained.
- b. Personnel injured on the project site shall receive immediate first aid and shall be transferred to: the nearest medical facility. The specific site will be addressed in the site-specific updates for the plan.



Accident Prevention Plan

A. PURPOSE

This procedure establishes minimum guidelines for the selection, use, training and hazard assessment for Personal Protective Equipment (PPE).

B. GENERAL

1. PPE for eyes, head, face and extremities shall be provided to all employees, and maintained in a reliable and sanitary manner per these guidelines. PPE is issued whenever by reason of hazards of process, environmental chemical hazards or radiological hazards exist or have the potential to exist within the employee's task assignment. The PPE issued will be of the type needed to afford protection against the hazards to be encountered, refer to Paragraph I for details.
2. It is the responsibility of Brown & Root Services (BRS) project management to ensure that employee-owned PPE is maintained in the same reliable and sanitary manner as company-owned equipment.

C. HAZARD ASSESSMENT

1. BRS project management will assess the work place (using a minimum of TSTI or equivalent) to determine if work place hazards are present, or are likely to be present during an employee's project assignment.
2. If work place hazards exist or may exist project management shall:
 - a. Select and ensure all affected employees use the proper PPE for the hazard(s) present.
 - b. Communicate selection decisions to all affected employees.
 - c. Select PPE that properly fits the affected employees.
 - d. Ensure that all defective or damaged PPE is properly discarded and not used.
3. Refer to Paragraph G for Hazard Assessment.

D. TRAINING

1. BRS project management shall provide training to all affected employees whose project assignment requires them to utilize PPE. The training will contain, but will not be limited to, the following:
 - a. When PPE is necessary.
 - b. What PPE is necessary.
 - c. How to properly don, doff, adjust and wear PPE.
 - d. The limitations of the PPE.



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- e. The proper care, maintenance, usage life, and disposal of the PPE.
2. Affected employees shall demonstrate an understanding of the training, and the ability to properly and effectively use the required equipment before performing work requiring its use.
3. If BRS project management has reason to believe an affected employee, who has received training, does not have a proper understanding and / or skills required to use, maintain and / or know the limitations of the PPE required, the employee must receive further training.
4. Circumstances where retraining is required include, but are not limited to:
 - a. Changes in the work place render previous training obsolete.
 - b. Changes in the type(s) of PPE.
 - c. Inadequacies in the affected employee's knowledge, or use of assigned PPE.
5. Documented training shall include the employee's name, signature, date of training, training subject, instructor's name and signature, and social security numbers.

E. EYE, FACE, FOOT AND HAND PROTECTION

1. Eye and face protection meeting the ANSI Z87.1-1989 (appropriate for the hazard or potential hazard) shall be worn by all affected employees when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gasses or vapors, or potential injurious radiation. Eye protection shall be used in conjunction with side shield protection when there is hazard of flying objects.
2. There are numerous types of eye and face protectors to be selected from and used by affected employees:

Spectacles: Spectacles are protective devices intended to shield the wearers eyes from a variety of hazards. While they are primary protectors and may be used alone they may also be used in conjunction with other protectors.

Faceshields: Faceshields are protective devices intended to shield the wearers face, or portions thereof, in addition to the eyes from certain hazards.

NOTE: Faceshields are secondary protectors and shall be used only with primary protectors.

Goggles: Goggles are protective devices intended to fit the immediate surrounding area of the eyes, and to protect the eyes from a variety of hazards. While they are primary protectors and may be used alone, they may be used in conjunction with other protectors

Welding Helmets: Welding helmets are protective devices intended to shield the wearer's eyes from optical radiation and impact.



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NOTE: Welding helmets are secondary protective devices and shall only be used in conjunction with primary protectors. For the proper lens shade needed, refer to Paragraph H.

3. EYE PROTECTION

Employees who wear prescription lenses while engaged in operations where a potential for eye hazards exist shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription without disturbing the proper fit or position of the lenses.

NOTE: Safety glasses lenses shall be distinctly marked in a permanent and legible manner with the manufactures monogram. All major goggle components shall be marked "Z87" to indicate compliance with the ANSI Z87.1-1989 standard.

4. HEAD PROTECTION

a. Affected employees shall wear protective helmets when working in areas where there is a potential for injury due to protruding or falling objects. Helmets shall meet ANSI Z89.1-1986 for a class "A" or "B":

(1) Class "A" intended to reduce the force of impact of falling objects and to reduce the danger of contact to low voltage conductors, proof tested at 2,200 volts.

(2) Class "B" intended to reduce the force of impact of falling objects and to reduce the danger of contact to high voltage conductors, proof tested at 20,000 volts.

(3) Class "B" helmets shall be worn by all affected employees in an electrical class code, and by any affected employee whose job task(s) involves electrical work.

(4) Class "A" helmets are the minimum head protection for affected employees subject to protruding or falling objects.

b. Protective helmets should be inspected for signs of cracks, dents, penetration, and any damage to the shell and liner due to abuse or misuse. Any helmet found defective will be replaced immediately.

5. FOOT PROTECTION

Affected employees shall wear protective foot wear when working in areas where there is a potential danger of falling or rolling objects, objects that may pierce the sole of the footwear, electrical hazards or chemical absorption. Protective foot wear shall meet ANSI Z41.1-1991, and be the appropriate protection for the hazard.

6. HAND PROTECTION

Affected employees shall use the proper hand protection when hazards exist from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical or thermal



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burns, and harmful temperature extremes. Hand protection shall be selected on the basis of the tasks to be performed, conditions present, duration of use, the hazards and potential hazards identified.

F. CLEANING AND MAINTENANCE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals to ensure that the PPE provides the requisite protection. PPE that is contaminated and cannot be decontaminated shall be disposed of in a manner that protects employees from exposure to hazards.

G. HAZARD ASSESSMENT EXAMPLE

1. Survey

Conduct a walk-through survey of the area to identify the job task being performed. The purpose of the survey is to identify sources of potential hazards and to ensure that employees are aware of the hazards. Consideration should be given to the basic hazard categories:

- a. Impact
- b. Penetration
- c. Compression (roll over)
- d. Chemical
- e. Heat
- f. Harmful dust
- g. Light (optical) radiation

During the walk-through survey, the Brown & Root Services (BRS) supervisor / manager should observe:

- a. Sources of motion: machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in a collision with stationary objects.
- b. Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.
- c. Sources of harmful dust.
- d. Sources of light, radiation, welding, brazing, cutting, furnaces, heat treating, high intensity lighting, etc.



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- e. Sources of falling objects or potential for dropping objects.
- f. Sources of sharp objects which might pierce the feet or cut the hands.
- g. Sources of rolling or pinching objects which could crush the feet.
- h. Lay out of work place and location of co-workers.
- i. Any electrical hazards. In addition, injury / accident data should be reviewed to help identify problem areas.

2. Organize Data

Following the walk-through survey, it is imperative to organize the data and information for use in the assessment of hazards. The objective is to prepare for analysis of the hazards in the environment to ensure proper selection of the PPE.

3. Analyze Data

Having gathered and organized data on the work place, an estimate of the potential for injuries should be made. Each of the basic hazards gathered in the survey should be reviewed and a determination as to the type, level of risk, and seriousness of injury should be considered. The possibility of exposure to several hazards simultaneously should be considered.

After the completion of the above procedures, and all hazards are considered, the selection of proper PPE must be determined. A general procedure to accomplish this is:

- a. Become familiar with the potential hazards and the type of PPE needed
- b. Compare the hazards of the environment with the capabilities of the PPE to be used
- c. Select the PPE that affords a level of protection greater than the minimum required to protect the employee(s) from the hazards, and
- d. Fit the user to the protective equipment and give instructions on its care, use and the limitations of the equipment.



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A. HAZARD COMMUNICATION PROGRAM

1. Purpose

The purpose of the Hazard Communication Program is to ensure that information concerning the hazards of all chemicals used/handled on this project is provided to Brown & Root Services and affected contract employees. The hazard information allows employees to participate in and support the protective measures instituted on this project.

2. Hazard Determination

Information provided by the chemical manufacturers on the hazard evaluation of their products will be the source of hazard determination for the chemicals used on the site. Unless instructed differently, mixture of chemicals will be assumed to present the same health hazards as do the components that comprise one percent (by weight or volume) or greater of the mixture. The mixture will be assumed to present a carcinogenic hazard if it contains a component in concentrations of 0.1 percent or greater which is considered to be a carcinogen.

3. Material Safety Data Sheets

Material Safety Data Sheets (MSDS's) will be obtained for each hazardous chemical used or handled by BRS personnel.

Copies of the MSDS's are available for employee review through the BRS Project Manager.

If the MSDS is not received at the time of the first shipment of a hazardous chemical, the client/supplier/manufacturer must be notified as soon as possible. Outdated MSDS's will be replaced in a timely manner.

4. Employee Information and Training

Information concerning hazard communication will be provided to BRS employees regarding:

- a. The requirements of the OSHA Hazard Communication Standard.
- b. Work areas where chemical hazards are present.
- c. The location and availability of the written hazard communication program, list of hazardous chemicals, and Material Safety Data Sheets.

BRS employees will be trained in:

- d. The methods and observations they may use to detect the presence or release of a hazardous chemical in their work area.



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- e. The physical and health hazards of the chemical in their work area.
- f. The measures employees can take to protect themselves, including:
 - (1) work practice procedures,
 - (2) emergency practice procedures,
 - (3) personal protection equipment.
- g. The words used in the project's labeling system and MSDS's.
- h. Employees will be trained at the time of their initial assignment, and whenever a new hazard is introduced into their work area.
- i. The hazards of nonroutine tasks (i.e., cleaning reactor vessels, working on unlabeled pipes) will be conducted as specified in the training program.

5. On-Site Contractors

Appropriate Material Safety Data Sheets will be supplied to on-site contractors whenever their employees may be exposed to hazardous chemicals. The MSDS's will be provided to the contractor's representative responsible for employee training/safety. If necessary, the contractor will be advised of the project's hazardous chemical labeling system. Suggestions for additional protective measures may also be given to the contractor.

Contractors are required to maintain MSDS's for the hazardous chemicals brought onto the project site. The MSDS's will be made available to Brown & Root Services upon request.

6. Labels and Other Forms of Warning

Containers of incoming hazardous chemicals must have the manufacturer's label, tag or mark affixed to include:

- a. The identity of the hazardous chemicals, cross-referenced to the applicable MSDS.
- b. Appropriate hazard warnings.
- c. Name/address of the chemical manufacturer.

Labels on incoming containers will not be removed or defaced.

Portable containers into which hazardous chemicals are transferred will be labeled, unless all the following conditions are met:

- d. The contents of the portable container are for immediate use by the person making the transfer.



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- e. The container is used only by, and remains under the control of, the person making the transfer.
- f. The unlabeled portable container is used only within the work shift during which it was originally filled.

B. TRAINING SCRIPT - HAZARD COMMUNICATION PROGRAM

Hello, I'm _____ and I would like to talk about the Hazard Communication Program for Project # _____. The intent of this program is to make chemical hazard warning information readily available to all project personnel so that adequate protective measures can be taken.

The Hazard Communication Program meets the requirements of the OSHA Rule 29CFR Part 1910.1200. This standard establishes a number of requirements for developing, obtaining, and providing health, safety, and environmental information on potentially hazardous chemicals used in the work place.

REQUIREMENTS OF THE STANDARD INCLUDE:

HAZARD DETERMINATION - Chemicals must be evaluated in order to determine if they are hazardous.

WRITTEN HAZARD COMMUNICATION PROGRAM - A written program describing all aspects of hazard communication must be developed and made available to employees.

LABELS - A system of chemical identification must be developed. The chemical name and all associated hazards must be included in this labeling system.

INFORMATION AND TRAINING - Personnel must be informed of the program aspects and trained as to the hazards of the chemicals they work with.

THE SPECIFICS OF THE HAZARD COMMUNICATION PROGRAM ARE:

CHEMICAL INVENTORY MANUALS - A list of all chemicals used on this project and copies of all MSDS's are maintained at _____ location on this project. The list and the associated MSDS's are maintained in alphabetical order by common or trade name. This listing is available for the use of all supervisors and employees for determining hazards associated with a chemical, and precautions to be taken when working with them.

MATERIAL SAFETY DATA SHEETS (MSDS's) - MSDS's shall be used as the chief means of determining whether or not a chemical or substance is hazardous. Material Safety Data Sheets provide the following information:

Chemical Identification - The first section helps identify the chemical by name, trade names, and the chemical manufacturer



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Hazardous Ingredients - This section lists what is in the chemical mixture that can be harmful. It also lists the concentration of the chemical ingredient and the exposure limit to which one can safely be exposed.

Physical Data - This section describes the chemical's appearance, color, and other physical characteristics such as boiling point, volatility, and vapor pressure.

Fire and Explosion Data - Here one can find the temperature at which the chemical ignites, this is called its flash point. If the chemical is flammable, it ignites below 100 degrees Fahrenheit; if it is combustible, over 100 degrees Fahrenheit. This section also lists the proper extinguishing agents to be used to put out the fire.

Health Hazards - This section lists symptoms of over exposure. It also provides first-aid emergency procedures in case of overexposure.

Reactivity Data - Whether the chemical reacts with other chemicals, water, or certain conditions such as temperature. Incompatibility information lists the materials, such as water, that cause the chemical to burn, explode, or release dangerous gases. Instability describes environmental conditions, such as heat, that cause a dangerous reaction.

Spill Leak Procedure - This section explains what to use to clean up a spill, and protective equipment that should be used. This section may identify how to dispose of the chemical safely.

Special Protection - This is a listing of any personal protective equipment needed to work safely with the chemical. If protective equipment is needed, this section may list the specific types that are recommended.

Special Precautions - This section lists other special precautions to follow. This section may also list other health and safety information not included in any other section.

LABELS AND CHEMICAL IDENTIFICATION - Each container of hazardous chemicals in the work place must be labeled, tagged, or marked with the identity of hazardous chemicals contained in them, and must show hazard warnings appropriate for employee protection. The hazard warning can be any type of message, words, pictures, or symbols which convey the hazards of the chemical(s) in the container.

Labels and messages must be legible, in English (and other languages, if desired) and must be prominently displayed.

The work, term, or phrase used to identify the hazardous chemical(s) on the label must also be used on the associated MSDS.

Signs, placards, process sheets, batch tickets, operating procedures, or other such written materials may be used in lieu of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the required hazardous chemical identification and hazard warning. The written materials should be readily



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accessible to the employees in their work areas throughout each work shift. This also pertains to process system and client procedures in operating facilities.

BRS EMPLOYEES are not required to label portable containers into which hazardous chemicals are transferred, if all the following conditions are met:

- The contents of the portable container are for immediate use by the person making the transfer.
- The container is used only by, and remains under the control of, the person making the transfer.
- The unlabeled portable container is used only within the workshift during which it was originally filled.

Labels on incoming containers should not be destroyed, removed, or defaced.

Pipe and piping system are exempted from the labeling requirements.

THE REQUIREMENTS OF THE OSHA HAZARD COMMUNICATION STANDARD HAVE BEEN DISCUSSED. FOLLOWING ARE SOME OF THE TYPES OF CHEMICALS, THEIR PROPERTIES AND THE HAZARDS ASSOCIATED WITH THEM.

HYDROCARBONS - These substances exist in both liquid and gaseous form. They are in the work place in the forms of motor fuels, hand lubricants, and fuel gases used on cutting rigs. They are also found in many other chemicals such as solvents, thinners and paints. Some of the lighter forms of HYDROCARBONS have flash points below 100 degrees Fahrenheit, which makes them flammable. Others will have flash points above 100 degrees, which make them combustible. All pose a potential for fire or explosion.

The odor given off by hydrocarbons is very similar and distinctive, regardless of the type. If one has ever smelled gasoline, and most people have, then one is fairly familiar with its odor.

Inhalation of hydrocarbon vapors may cause headaches, dizziness, or in extreme cases, suffocation. Skin and/or eye contact with the liquid can cause irritation. Chronic inhalation studies with light hydrocarbon components have shown kidney damage and kidney cancer in laboratory animals.

When using hydrocarbons, be sure plenty of ventilation is present to prevent a buildup of vapors. Keep these chemicals away from any sources of ignition and always have the proper fire extinguisher handy. Avoid skin and eye contact by wearing impervious gloves and clothing, and chemical splash-type goggles where necessary. To protect against low level amounts of fumes and vapors, use an approved respirator for protection against "Organic Vapor."

CORROSIVES - Corrosive chemicals are those that can cause visible damage or irreversible changes to any part of the body it comes in contact with. They can burn eyes and skin and result in permanent damage. Well-known corrosives are sulfuric acid and caustic (sodium hydroxide). Other less well-known corrosives include phenol and hydroxide. All corrosive material must be handled with extreme



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caution and with appropriate protective equipment, such as gloves, chemical goggles and face shields. If contact does occur, flush the affected area with water for 15 minutes, then seek medical attention.

CHEMICAL ASPHYXIANTS - These are chemicals which can cause suffocation by chemically restricting the intake of oxygen or by respiratory paralysis. Two such chemicals are carbon monoxide and hydrogen sulfide. Other forms of asphyxiants are the inert gases such as nitrogen and argon. Most of these are odorless. Even hydrogen sulfide, with its odor of rotten eggs, cannot be relied on for detection by smell, as it kills one's sense of smell after just a short exposure at fairly low concentrations. As these chemicals rob the respirable atmosphere of oxygen, the only acceptable respiratory protection is supplied air equipment. This equipment must be approved for use in atmospheres immediately dangerous to life and health, such as pressure/demand hose line masks or a self-contained breathing apparatus such as a Scott Air Pak. Do not attempt to work in these situations without notifying the supervisor.

IRRITANT GASES - Gases which are irritating (and in some cases severely irritating) to the skin, eyes, and respiratory tract, are considered irritant gases. Examples of these gases are chlorine, ammonia, and sulfur dioxide. All three of these gases have very pungent odors and will immediately cause irritation and discomfort to the eyes, skin, or respiratory tract. These gases can be found in many of the operating facilities we work in.

SYSTEMIC TOXIC CHEMICALS - These are chemicals which on inhalation, ingestion, or absorption through the skin have the potential to cause damage within the body. Damage is focused or "targeted" to specific systems or organs, such as the nervous system or the lungs, kidneys, or liver. Examples of these chemicals are phenol, tetraethyl lead, and methyl cellosolve. We most often find these chemicals in process systems of the operating units in which we work. However, they can also be present in small quantities in other chemicals.

CARCINOGENS AND SUSPECT CARCINOGENS - Chemicals which have the potential or suspected potential to cause cancer are known as carcinogens. Suspected carcinogens are those chemicals which have been shown to cause cancer in humans. Benzene is a carcinogen which can cause leukemia. Benzene can be found in gasoline and in refinery workplaces. Another known carcinogen is asbestos. Asbestos has been linked to lung cancer. Knowledge of what one is dealing with and the proper personal protective equipment are essential in working with these types of chemicals.

The categories we have just discussed are broad range characteristics. The chemicals you use may have any one or more of the above characteristics. That is why it is so important to put the MSDS's to work to determine the exact nature of the chemical, its hazards and the precautions necessary to protect against those hazards. Never work with a chemical unless you know these things.

This concludes our Hazard Communication Program Discussion. If you have any questions concerning this subject, I would be glad to attempt to answer them at this time.



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C. HAZARD COMMUNICATION PROGRAM -TRAINING RECORD

DATE: _____ PROJECT#: _____ LOCATION: _____

INSTRUCTOR: _____

SUBJECT COVERED: CONTENTS OF HAZARD COMMUNICATION ACT

METHODS OF IDENTIFYING HAZARDOUS CHEMICALS

LOCATION AND USE OF MSDS's

LABELS AND WARNING SYSTEMS

THE PERSONNEL NOTED BELOW RECEIVED HAZARD COMMUNICATION TRAINING

ON THE ABOVE DATE AND ACKNOWLEDGED BY THEIR SIGNATURES THEY FULLY UNDERSTAND ALL PORTIONS OF THE PROGRAM.

Employee Name (print)	Badge #	SS#	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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A. PURPOSE

1. Appropriate respiratory protection is required when:
 - a. Engineering and administrative controls are not feasible,
 - b. Engineering and administrative controls cannot effectively control contaminants,
 - c. Engineering and administrative controls are being instituted, or
 - d. Emergency situations arise that require the use of respiratory protection.
2. Proper use of respiratory protection is required for protection against occupational injuries and illnesses caused by inhalation of harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapor that may equal or exceed appropriate exposure limits.



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Each location, facility or project is responsible for amending this program to meet their specific needs. Site specific amendments must be made as indicated throughout this document. Placement of the text in a square box like this one indicates where specific amendments must be made.

BUSINESS UNIT

LOCATION

PROGRAM ADMINISTRATOR

Name _____ Position/Title _____ Date _____

DESIGNATED RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE (RMEQ)

C. ADMINISTRATOR

Name _____ Position/Title _____ Date _____

B. CONTENTS FOR PART II, SECTION 49 ONLY

1. OSHA Requirements
2. Definitions
3. Responsibilities



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- a. Program Administrator
- b. Frontline Supervisor/Designee
- c. Employee
4. Respiratory Selection
 - a. General Requirements
 - b. Potential Respiratory Hazards
 - c. Typical Uses of Respiratory Protection
 - d. Types of Respiratory Protective Equipment
 - e. Specific Types of Respiratory Equipment Provided on Project
 - f. Oxygen Deficient Atmosphere
5. Operating Instructions for Respiratory Protective Equipment
 - a. General Requirements
 - b. Disposable Type/Single Use Dust Mask Respirators (Non-IDLH)
 - c. Reusable Particulate Filter Respirator (Non-IDLH)
 - d. Chemical Cartridge Respirator (Non-IDLH)
 - e. Airline Respirator
 - f. Self-Contained Breathing Apparatus
 - g. Breathing Air Quality and Use
 - h. User Seal Checks
 - i. Respirator Cleaning Procedures
 - j. Repairs
6. Medical Evaluation
 - a. General Requirements
 - b. Medical Evaluation Procedures



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- c. Follow-up Medical Examination
- d. Administration of the Medical Questionnaire and Examination
- e. Supplemental Information for the PLHCP
- f. Medical Determination
- g. Additional Medical Evaluations
7. Employee Information and Training
 - a. General Requirements
 - b. Voluntary Use
8. Respirator Fit Testing
9. Appendices
 - a. 42 CFR Part 84 Filters
 - b. Change-out Schedules
 - c. Acceptable Clean Shaven Seal Areas
 - d. Respirator Medical Evaluation Questionnaire (RMEQ)
 - e. Information Provided to the PLHCP
 - f. (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard
 - g. Fit Testing Protocols
 - (1) General Requirements
 - (2) Qualitative Fit Test (QLFT) Protocols
 - (a) General
 - Isoamyl Acetate (Banana Oil) Protocol
 - Saccharin Solution Aerosol
 - Bitrex™ Solution Aerosol



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- Irritant Smoke Protocol
- Quantitative Fit Test Protocols

(b) Quantitative Fit Test (QNFT) Protocol

- General
- Generated Aerosol Quantitative Fit Test Protocol
- Ambient Aerosol Condensation nuclei Counter (CNC)

(c) Quantitative Fit Testing Protocol [Portacount]

(d) Controlled Negative Pressure (CNP) Quantitative Fit Test Protocol

(3) Program Evaluation Check List

(4) Job Start-Up Check List

C. OSHA REQUIREMENTS

1. OSHA requires that a written respiratory protection program be implemented and developed with required worksite specific procedures for proper use of respirators. These procedures include, but are not limited to:
 - a. Training of workers in the respiratory hazards to which they are potentially exposed during routine and emergency situations.
 - b. Training of workers in the proper use in routine and emergency situations, limitations, sanitary care, including instruction on how to fit and conduct seal checks.
 - c. Training of workers on the procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding and maintaining respirators, canisters, and filters.
 - d. Medical evaluation of workers, and respirator fit testing of **all** tight-fitting respirators prior to their use.
 - e. Written procedures governing selection of respirators, and ensuring adequate air quality, quantity, and flow of breathing air for atmosphere supplying respirators.
 - f. Assigning a Program Administrator or designee who is qualified by appropriate training or experience to oversee the program and conduct regular evaluations of program effectiveness.
 - g. Use of National Institute of Occupational Safety & Health (NIOSH) certified respirators and approved parts.



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D. DEFINITIONS

1. AIR-PURIFYING RESPIRATOR - A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.
2. ASSIGNED PROTECTION FACTOR (APF) - [Reserved]
3. ATMOSPHERE-SUPPLYING RESPIRATOR - A respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.
4. CANISTER OR CARTRIDGE - A container with a filter, sorbent, or catalyst, or combination of these items, that removes specific contaminants from the air passed through the container.
5. DEMAND RESPIRATOR - An atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.
6. EMERGENCY SITUATION - Any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that could result or does result in an uncontrolled significant release of an airborne contaminant.
7. EMPLOYEE EXPOSURE - Exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.
8. END-OF-SERVICE-LIFE INDICATOR (ESLI) - A system that warns the respirator user of the approach of the end of adequate respiratory protection, e.g., that the sorbent is approaching saturation or is no longer effective.
9. ESCAPE-ONLY RESPIRATOR - A respirator intended to be used only for emergency exit.
10. FILTER OR AIR PURIFYING ELEMENT - A component used in respirators to remove solid or liquid aerosols from the inspired air.
11. FILTERING FACEPIECE (DUST MASK) - A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.
12. FIT FACTOR - A quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.
13. FIT TEST - The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (Refer to II.27, Qualitative fit test QLFT and II.28, Quantitative fit test QNFT.)
14. HELMET - A rigid respiratory inlet covering that also provides head protection against impact and penetration.



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15. HIGH EFFICIENCY PARTICULATE AIR (HEPA) FILTER - A filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.
16. HOOD - A respiratory inlet covering that completely covers the head and neck and may also cover portions of the shoulders and torso.
17. IMMEDIATELY DANGEROUS TO LIFE OR HEALTH (IDLH) – An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
18. INTERIOR STRUCTURAL FIREFIGHTING - The physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures that are involved in a fire situation beyond the incipient stage. (See 29 CFR 1910.155)
19. LOOSE-FITTING FACEPIECE - A respiratory inlet covering that forms a partial seal with the face.
20. MAXIMUM USE CONCENTRATION (MUC) [Reserved].
21. NEGATIVE PRESSURE RESPIRATOR (TIGHT FITTING) - A respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator.
22. OXYGEN DEFICIENT ATMOSPHERE - An atmosphere with an oxygen content below 19.5% by volume.
23. PHYSICIAN OR OTHER LICENSED HEALTH CARE PROFESSIONAL (PLHCP) - An individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him/her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by Paragraph IV. E and IX. E.
24. POSITIVE PRESSURE RESPIRATOR - A respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.
25. POWERED AIR-PURIFYING RESPIRATOR (PAPR) - An air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.
26. PRESSURE DEMAND RESPIRATOR - A positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation.
27. QUALITATIVE FIT TEST (QLFT) - A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.
28. QUANTITATIVE FIT TEST (QNFT) - An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.



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29. **RESPIRATORY INLET COVERING** - That portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a facepiece, helmet, hood, suit, or a mouthpiece respirator with nose clamp.
30. **RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE (RMEQ)** - The questionnaire IX. D (Form #13234).
31. **RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE (RMEQ) ADMINISTRATOR** - An individual who is appointed by the business unit managers and approved by the Corporate Medical Director to administer and review the RMEQ. If any employee needs further medical evaluations, it will be determined by the PLHCP, Corporate Medical Surveillance Nurse, or site nurse.
32. **SELF-CONTAINED BREATHING APPARATUS (SCBA)** - An atmosphere-supplying respirator for which the breathing air source is carried by the user.
33. **SERVICE LIFE** - The period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.
34. **SUPPLIED-AIR RESPIRATOR (SAR) OR AIRLINE RESPIRATOR** - An atmosphere-supplying respirator for which the source of breathing air is not carried by the user.
35. **THIS SECTION** - Refers to this respiratory protection program.
36. **TIGHT-FITTING FACEPIECE** - A respiratory inlet covering that forms a complete seal with the face.
37. **USER SEAL CHECK** - An action conducted by the respirator user to determine if the respirator is properly seated to the face.

E. ROLES/RESPONSIBILITIES

1. Program Administrator
 - a. Qualified by appropriate training or experience that is commensurate with the complexity of this program.
 - b. Oversees the respiratory protection program and conducts required evaluations of the workplace to ensure that the written respiratory protection program is being properly implemented.
 - c. Must conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective (Program evaluation form in Appendix H).
 - d. Must regularly consult with employees required to use respirators to ensure that they are using the respirators properly and gathers information on employees' views on program effectiveness and identify any problems. Any problems that are identified during this assessment shall be



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corrected. If a problem does not warrant action, this will be documented in the program evaluation (see Appendix H, (12).

Factors to be assessed include, but are not limited to:

- (1) Respirator fit (including the ability to use the respirator without interfering with effective workplace performance).
 - (2) Appropriate respirator selection for the hazards to which the employee is exposed.
 - (3) Proper respirator use under the workplace conditions that the employee encounters; and proper maintenance of respiratory protection equipment.
- e. Must update the respiratory protection program to reflect changes in workplace conditions that affect respirator use.

2. Frontline Supervisor/Designee

Responsible for maintaining an effective respiratory protection program that includes:

- a. Identifying all employees under his/her supervision who require respiratory protection during their work.
- b. Determining if voluntary respirator use, when the exposure is less than the Permissible Exposure Limit (PEL), will or will not create a hazard. This employee should at least be given the information in Appendix F.
- c. Supporting and being actively involved in employee training in the use of respiratory protection, and documenting the training conducted.
- d. Enforcing the proper selection and use of the equipment by the employee in any assignment that requires respiratory protection.
- e. Must update the respiratory protection program to reflect changes in workplace conditions that affect respirator use.

3. Employee

- a. Ensure the proper use, inspection, care and storage of his/her assigned protective equipment in accordance with the instructions and training received.
- b. Notify his/her Program Administrator, Frontline Supervisor, or designee of any malfunction of his/her equipment.
- c. Ensure that an adequate respirator-to-face fit is achieved each time the respirator is worn by performing the required "user seal check".



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- d. Notify his/her Program Administrator, Frontline Supervisor, or designee of any medical signs or symptoms that are related to the ability to use respirators.

F. RESPIRATOR SELECTION

1. General Requirements

Selection must be made from a sufficient number of respirator models and sizes so that the respirators are acceptable to correctly fit a wide range of employees. The following factors are considered in selecting a respirator:

User Factors Ranges- Annual Low/High		
_____ ° F	_____ %	_____ mm HG
Temperature	Humidity	Barometric Pressure

NOTE: This information can be obtained from the local weather station.

2. Potential Respiratory Hazards

The use of appropriate respiratory protection is mandatory during certain work activities associated with airborne contaminants. Prior to selection of the appropriate respirators the following items must be completed:

- a. Identification of respiratory hazards
- b. Evaluation of respiratory hazard with a reasonable estimate of exposure using:
 - (1) Historical sampling
 - (2) Objective data

These activities and associated airborne contaminants for the specific project can be documented in FORM 2: Potential Respiratory Hazards. See FORM 1 as an example.

3. Typical Uses of Respiratory Protection



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Different types of respirators are available to protect against various breathing hazards. Listed below are a few typical tasks where respiratory protection may be required, depending on the material and exposure level to be encountered.

- a. Installing isolation blinds
- b. Repairs on pumps and compressors
- c. Spray painting
- d. Welding and cutting
- e. Catalyst handling
- f. Asbestos removal
- g. Lead-based paint removal
- h. Parts cleaning with solvent
- i. Acid handling
- j. H₂S well sites
- k. Cement mixing
- l. Site specific contaminants



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4. Types of Respiratory Protective Equipment

Respirators fall into two categories: Not-Immediately Dangerous to Life and Health (Non-IDLH); and Immediately Dangerous to Life and Health (IDLH)

a. Non-IDLH Particulates

- (1) Atmosphere-supplying respirator
- (2) Supplied-air respirators
- (3) Self-contained breathing apparatus (SCBA)

5. Air-purifying

- a. Half or full-face respirator, or disposable mask equipped with a filter certified for particulates by NIOSH under 42 CFR part 84 (Appendix A) or a High Efficiency Particulate Air (HEPA) filter certified by NIOSH under 30 CFR part 11
- b. Powered air-purifying respirators (PAPR) equipped with a filter certified for particulates by NIOSH under 42 CFR part 84 or a High Efficiency Particulate Air (HEPA) filter certified by NIOSH under 30 CFR part 11
- c. Filters must be changed regularly and anytime there is an increase in breathing resistance. If a disposable facepiece is being used, it needs to be discarded when the integrity of the facepiece is compromised.

(1) Non-IDLH Gases and Vapors

(a) Atmosphere-supplying respirator

- Supplied-air respirators
- Self-contained breathing apparatus (SCBA)

(b) Air-purifying

- Respirators equipped with an end-of-service life indicators (ESLI) certified by NIOSH for the contaminant.
- If the canister or cartridge is not equipped with ESLI certified by NIOSH for the specific contaminant see Appendix B for the change-out schedule.

NOTE: Refer to the OSHA standards for the substance-specific requirements for cartridge and canister change-out schedules.



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(2) Immediately Dangerous to Life and Health (IDLH)

- (a) A full-face pressure demand SCBA certified by NIOSH for minimum service life of thirty minutes.
- (b) Combination full-face pressure demand supplied-air respirator with auxiliary self-contained air supply.
- (c) Respirators provided for escape from IDLH atmospheres must be NIOSH-certified for escape for the atmosphere in which they will be used.
- (d) All oxygen-deficient atmospheres shall be considered IDLH. Exception: If the employer demonstrates that, under all foreseeable conditions, the oxygen concentration can be maintained within the ranges specified in Table I of this section (i.e., for the altitudes set out in the table), then any atmosphere-supplying respirator may be used.



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TABLE I

Oxygen-deficient atmospheres in which the employees may rely on atmosphere-supplying respirators *

<i>Altitude (ft)</i>	<i>Percent Oxygen (% O₂)</i> <i>(Corrected for barometric pressure)</i>
Less than 3,001	16.0-19.5
3,001-4,000	16.4-19.5
4,001-5,000	17.1-19.5
5,001-6,000	17.8-19.5
6,001-7,000	18.5-19.5
7,001-8,000 ¹	19.3-19.5

¹ Above 8,000 feet the exception does not apply. Oxygen-enriched breathing air must be supplied above 14,000 feet.

* Supplied-air and atmosphere-supplying are different. Refer to II. Definitions.

Example: If an employees is working at 5,300 feet and the oxygen is 18%, then any atmosphere supplying respirator may be used. However, if the oxygen is 17%, then respirators appropriate for IDLH conditions must be used.

6. Specific Types of Respiratory Protection Equipment Provided on Project

The following types of respiratory equipment listed by manufacturer's name and model number available on this project are:



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1. Air-purifying respirators (Non-IDLH)

Manufacturer

Model

- a. _____
- b. _____
- c. _____
- d. _____

2. Powered Air-Purifying Respirators (PAPR) (Non-IDLH)

Manufacturer

Model

- a. _____
- b. _____
- c. _____
- d. _____

3. Airline respirators – Non-IDLH / IDLH (see NOTE below)

Manufacturer

Model

- a. _____
- b. _____
- c. _____
- d. _____

NOTE: For IDLH conditions, must use full-face pressure-demand respirator operated in the pressure-demand mode with an egress bottle.



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4. Full-face pressure-demand SCBA certified by NIOSH for minimum service life of thirty minutes - IDLH	
Manufacturer	Model
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____

7. Oxygen Deficient Atmospheres

a. No employee will be permitted to work in an oxygen deficient atmosphere of less than 19.5% oxygen unless written approval has been given by Program Administrator, Frontline Supervisor, or designee.

b. Immediately Dangerous to Life or Health (IDLH) Conditions

An IDLH atmosphere is one that presents an immediate hazard to life or produces immediate, irreversible debilitating effects on health.

(1) A supplied air-line respirator with egress bottle is required for all planned work in atmospheres that are IDLH or may possibly become IDLH.

(2) Examples of jobs that are or could become IDLH:

(3) Breaking into flare lines.

(4) Breaking into chlorine lines.

(5) Initial opening of all H₂S or CO equipment vessels, lines, etc.

(6) Working around H₂S well sites.

(7) Working outside reactors/vessels having used catalyst.

(8) Inert entry work.

(9) Working in certain process or sanitary sewers.



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(a) A standby person equipped with SCBA or air-line respirator with egress bottle on separate supply is required for:

- All IDLH work.
- Work in confined spaces that require air-line respiratory protection.

(b) Frontline Supervisor or designee must ensure:

- One employee or, when needed, more than one employee is located outside the IDLH atmosphere.
- Visual, voice or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere.
- The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue.
- (Refer to site-specific rescue procedures.) The designated Rescue Team is notified before the employee(s) located outside the IDLH atmosphere enters the IDLH atmosphere to provide emergency rescue.
- The designated Rescue Team once notified, provides necessary assistance appropriate to the situation.

(c) Employee(s) located outside the IDLH atmospheres must be equipped with:

- Pressure-demand or other positive-pressure SCBA, or a pressure-demand or other positive-pressure supplied-air respirator with auxiliary SCBA; and either
- Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or
- An equivalent means for rescue where retrieval equipment is not required in accordance with Confined Space Standard.

B. OPERATING INSTRUCTIONS FOR RESPIRATORY PROTECTIVE EQUIPMENT

A. General Requirements

1. To ensure facepiece seal protection, tight-fitting facepiece respirators must not be permitted to be worn by employees who have:
 - a. Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function; or



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- b. Any condition that interferes with the face-to-face-piece seal or valve function.
 - c. See Appendix C for diagram of acceptable clean shaven seal areas.
 2. If an employee wears corrective lenses, goggles or other personal protective equipment, the Program Administrator, Frontline Supervisor, or designee must ensure that such equipment is worn in a manner that does not interfere with the seal of the facepiece to the face of the user.
 3. For all tight-fitting respirators, a user seal check must be conducted each time they put on the respirator. The procedures outlined in Section H "User Seal Checks" at the end of this section must be used, or procedures recommended by the respirator manufacturer could be used as long as they are as effective as the ones that are in this program.
 4. Appropriate surveillance must be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the employer shall reevaluate the continued effectiveness of the respirator.
 5. The Program Administrator, Frontline Supervisor, or designee must ensure that employees can leave work area:
 - a. To wash their faces and respirator facepieces as necessary to prevent eye or skin irritation associated with respirator use; or
 - b. If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece; or
 - c. To replace the respirator or the filter, cartridge, or canister elements when vapor or gases break through, or there are changes in breathing resistance, or leakage of the facepiece. The respirator must be replaced or repaired before allowing the employee to return to the work area.
- B. Disposable type/single use respirators/dust mask (Non-IDLH)
 1. General

This respirator provides protection against low levels of certain dusts/fumes/mists. Consult with the Respiratory Program Administrator, Frontline Supervisor, or designee to be sure the proper respirator for the application is used.
 2. Limitations

This mask does not supply oxygen, and is not for use in an oxygen deficient atmosphere. Do not use in any atmosphere that is immediately dangerous to life or health. Do not use this respirator where airborne concentrations of dust/fumes/mists may equal or exceed five



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times the Permissible Exposure Limit (PEL).

3. Using the Mask

- a. Do not wear mask if anything, specifically facial hair (moustache, beards, stubble etc.) prevents a good face seal (refer to Appendix C).
- b. Inspect the mask before use to assure that all parts are present and in good working order.
- c. Some disposable single-use respirators have elastic straps and adjustable buckles,
- d. Putting on an adjustable elastic band type:
 - (1) Thread straps through buckles.
 - (2) Place bottom strap around the head just below the ears. Adjust the straps to obtain a comfortable fit.
 - (3) Place the top strap around the crown of the head. Pull strap to obtain a comfortable fit.
 - (4) Form the mask around the face.
 - (5) Follow the procedures for the user seal checks as outlined in Section H "User Seal Checks" of this section or those provided by the manufacturer.
- e. If difficulty breathing is experienced, or the respirator malfunctions, leave area immediately and discard the respirator.

C. Reusable Particulate Filter Respirator (Non-IDLH)

1. General

This respirator provides protection against low levels of certain dusts/fumes/mists. Consult with the Program Administrator, Frontline Supervisor, or designee to ensure the proper respirator is used for the application.

2. Limitations

This mask does not supply oxygen, and is not for use in an oxygen deficient atmosphere. Do not use in any atmosphere that is immediately dangerous to life or health.

3. Using the Mask



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- a. Do not wear mask if anything, specifically facial hair (moustache, beards, stubble etc.) prevent a good face seal (refer to Appendix C).
 - b. Inspect the mask before use to assure that all parts are present and in good working order.
 - c. Check the respirators function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and or filters.
 - d. Also, check the elastomeric parts for pliability and signs of deterioration.
 - e. Adjust straps so the fit is snug but comfortable.
 - f. If the respirator malfunctions, leave area immediately and notify the Program Administrator, Frontline Supervisor, or designee. Remove the respirator from service.
4. Care, Maintenance and Storage
- a. Clean and disinfect the respirator in accordance with the procedures in Section I, Respirator Cleaning Procedures of this section. Do not wear a mask that has been passed on unless it is clean and sanitary.
 - b. Replace the filters according to Appendix B. Also, if increased breathing resistance is experienced, the filter should also be changed.
 - c. Respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the facepiece and exhalation valve.
- D. Chemical Cartridge Respirator (Non-IDLH)

1. General

This respirator can be used only for protection against airborne concentrations of certain gases or vapors that may equal or exceed ten (10) times the Permissible Exposure Limit. Consult with the Program Administrator, Frontline Supervisor, or designee to assure the proper respirator is used for the application.

2. Limitations

This mask does not supply oxygen and is not for use in an oxygen deficient atmosphere. Do not use in any atmosphere that is immediately dangerous to life or health. Leave the area immediately if an odor is detected inside the mask or increased breathing resistance is experienced.



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3. Using the mask

- a. Do not wear mask if anything, specifically facial hair (moustache, beards, stubble etc.) prevents a good face seal (refer to Appendix C).
- b. Inspect the mask before each use to assure all parts are present and in good working order.
- c. Adjust straps so the fit is snug but comfortable.
- d. Check the respirators function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and or filters.
- e. Check the elastomeric parts for pliability and signs of deterioration.
- f. Check for leaks to ensure sure the fit is good following the procedures for the user seal checks as outlined in Section H at the end of this section or those provided by the manufacturer.
- g. Emergency escape-only respirators shall be inspected before being carried into the workplace.
- h. If the respirator malfunctions, leave the contaminated area immediately and notify the Program Administrator, Frontline Supervisor, or designee. Remove the respirator from service.

4. Care, Maintenance and Storage

- a. Clean and disinfect the respirator in accordance with the procedures in Section I, Respirator Cleaning Procedures at the end of this section. Do not wear a mask that has been passed on unless it is clean and sanitary and replace cartridges before use.
- b. Replace the vapor cartridges according to Appendix B of this program. Also, if one can smell or otherwise detect vapors inside the mask, or if increased breathing resistance is experienced, the cartridges should also be changed.
- c. Respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the facepiece and exhalation valve.

E. Airline Respirator

1. General



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There are a variety of airline respirators available. An airline system consists of a compressed breathing air source (usually cylinders or a breathing air compressor; in addition, carbon monoxide and/or high temperature alarm may be a part of the system), airline hose, a pressure regulator and face mask. Consult with the Program Administrator, Frontline Supervisor, or designee to assure the proper respirator is used for your application.

2. Limitations

Do not use in any atmosphere that is immediately dangerous to life or health, including an oxygen-deficient atmosphere, unless equipped with a self-contained escape air bottle and operating in the pressure-demand mode.

3. Using the Equipment

- a. Do not wear mask if anything, specifically facial hair (moustache, beards, stubble etc.) prevents a good face seal (refer to Appendix C).
- b. Inspect all equipment before each use to assure all parts are present and in good working order.
- c. If using an escape bottle, make sure the air supply quantity is sufficient to permit safe escape from the work area.
- d. Select the correct length of airline hose (follow manufacturer's instructions) and connect the hose to the regulator and air supply (maximum air pressure at the point of attachment of the hose to the air supply depends upon manufacturer's instructions). If using a compressor, make sure the air inlet is in an uncontaminated area. Use air purifying filters and sorbents as needed. If the compressor is oil lubricated, it shall be equipped with high temperature and/or carbon monoxide alarms set at 10 ppm.
- e. Check the respirator's function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, and connecting tube.
- f. Check the elastomeric parts for pliability and signs of deterioration.
- g. Put on the mask and adjust the straps so the fit is snug but comfortable. Check for leaks by covering the air inlet with your palm and inhaling gently. Hold your breath for 5-10 seconds. A good fit is indicated if the mask remains collapsed toward face while holding breath.
- h. Connect the mask to the regulator.
- i. Adjust airflow in mask.



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- j. If the respirator malfunctions, leave the contaminated area immediately and notify the Program Administrator, Frontline Supervisor, or designee. Remove the respirator from service
- k. Emergency escape-only respirators shall be inspected before being carried into the workplace.

4. Care, Maintenance and Storage

- a. Clean and disinfect the respirator in accordance with the procedures at Section I "Respirator Cleaning Procedures" of this section. Do not wear a mask that has been passed on unless it is clean and sanitary. Inspect the unit before returning it to storage in a clean plastic container.
- b. Respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the facepiece and exhalation valve.

F. Self-Contained Breathing Apparatus (SCBA)

1. General

The self-contained breathing apparatus (SCBA) is provided primarily for use in emergency response when spills, leaks, or other circumstances present breathing hazards. Consult with the Program Administrator, Frontline Supervisor, or designee to assure the proper respirator is used for your application.

2. Limitations

The air supply is rated to last about 30 minutes, but heavy exertion and excitement will increase the breathing rate and deplete the air supply sooner. Leave the area when the alarm indicates low air supply.

3. Using the Equipment

- a. Do not wear mask if anything, specifically facial hair (moustache, beards, stubble etc.) prevents a good face seal (refer to Appendix C).
- b. Inspect the unit before each use. Make sure there is enough air supply. Do not use the unit if it is not operating properly.
- c. Check the respirator's function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, and connecting tube.
- d. Also, check the elastomeric parts for pliability and signs of deterioration.



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- e. Open cylinder air supply valve.
- f. Put on the unit so the cylinder is on one's back with the valve pointing down. Hook harnesses and tighten.
- g. Put on the mask and adjust it for a snug but comfortable fit. Test the fit by closing off the hose and inhaling gently. Hold breath for 5-10 seconds. If the mask remains collapsed to the face, the seal is good.
- h. Connect mask hose to regulator. If there is no airflow, check the tank valve, then the regulator shutoff valve. Use the bypass only in the event of regulator failure.
- i. When the low-pressure alarm sounds, leave the area immediately.
- j. If the respirator malfunctions, leave the contaminated area immediately and notify the Program Administrator, Frontline Supervisor, or designee. Remove the respirator from service.

4. Care Maintenance and Storage

- a. A competent designated person will clean, inspect, and make any necessary repairs to the respirator.
- b. The bottle will be refilled with breathing air (not oxygen) that meets at a minimum the specifications for Grade D Breathing Air in Compressed Gas Association Commodity Specification G-7.1-1989.
- c. The respirator will then be returned to its original location.

5. In addition to the requirements above, emergency respirators shall be:

- a. Kept accessible to the work area;
- b. Stored in compartments or in covers that are clearly marked as containing emergency respirators; and
- c. Stored in accordance with any applicable manufacturer instructions.

6. All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for proper function before and after each use;

7. Emergency escape-only respirators shall be inspected before being carried into the workplace for use.

8. Self-contained breathing apparatus shall be inspected monthly. Air and oxygen cylinders



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shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. The employer shall determine that the regulator and warning devices function properly.

9. For respirators maintained for emergency use, the Program Administrator, Frontline Supervisor, or designee shall:
 - a. Certify the respirator by documenting the date the inspection was performed, the name (or signature) of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the inspected respirator; and
 - b. Provide this information on a tag or label that is attached to the storage compartment for the respirator, or is included in inspection reports stored as paper or electronic files. This information shall be maintained until replaced following a subsequent certification.
10. For interior structural firefighting, in addition to the requirements above:
 - a. At least two employees enter the IDLH atmosphere and remain in visual or voice contact with one another at all times;
 - b. At least two employees are located outside the IDLH atmosphere; and
 - c. All employees engaged in interior structural firefighting use SCBAs.
 - d. One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.
 - e. This is not meant to preclude firefighters from performing emergency rescue activities or jeopardizing the safety or health of any firefighter working at the incident.

G. Breathing Air Quality and Use

Employees who use atmosphere-supplying respirators (supplied-air and SCBA) must be provided with breathing gases of high purity.

1. The Program Administrator, Frontline Supervisor, or designee must ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration is in accordance with the following specifications:
 - a. Compressed and liquid oxygen shall meet the United States Pharmacopoeia requirements for medical or breathing oxygen; and
 - b. Compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-



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1989, to include:

- (1) Oxygen content (v/v) of 19.5-23.5%;
 - (2) Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
 - (3) Carbon monoxide (CO) content of 10 ppm or less;
 - (4) Carbon dioxide content of 1,000 ppm or less;
 - (5) Lack of noticeable odor.
2. Compressed oxygen must not be used in atmosphere-supplying respirators that have previously used compressed air.
 3. Oxygen concentrations greater than 23.5% will only be used in equipment designed for oxygen service or distribution.
 4. The Program Administrator, Frontline Supervisor, or designee must ensure that cylinders used to supply breathing air to respirators meet the following requirements:
 - a. Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178).
 - b. Cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air. A copy of the certificates should be accessible until the cylinders are empty and returned for service.
 - c. The moisture content in the cylinder does not exceed a dew point of -50 deg. F (-45.6 deg. C) at 1 atmosphere pressure.
 5. The Program Administrator, Frontline Supervisor, or designee or must ensure that compressors used to supply breathing air to respirators are constructed and situated so as to:
 - a. Prevent entry of contaminated air into the air-supply system.
 - b. Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 deg. F (5.56 deg. C) below the ambient temperature.
 - c. Have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters shall be maintained and replaced or refurbished periodically following the manufacturer's instructions.
 - d. Have a tag containing the most recent sorbent bed and filter change date and the



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signature of the person authorized by the employer to perform the change. The tag shall be maintained at the compressor.

- e. Ensure breathing air quality on a regular basis.
6. For compressors that are not oil-lubricated, the employer shall ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm.
7. For oil-lubricated compressors, the employer shall use a high-temperature or carbon monoxide alarm, or both, to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm. The carbon monoxide alarm should be calibrated on a regular basis.
8. The employer shall ensure that breathing air couplings are incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing airlines.
9. The employer shall use breathing gas containers marked in accordance with NIOSH respirator certification standard, 42 CFR Part 84.

H. User Seal Checks

The individual who uses a tight-fitting respirator must perform a user seal check to ensure that an adequate seal is achieved each time the respirator is put on. Positive and negative pressure checks or the respirator manufacturer's recommended user seal check method shall be used. User seal checks are not substitutes for qualitative or quantitative fit tests.

1. Facepiece positive pressure checks

- a. Close off the exhalation valve and exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage of air at the seal.
- b. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

2. Negative pressure check

- a. Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds.
- b. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the



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cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

3. Manufacturer's recommended user seal check procedures

The respirator manufacturer's recommended procedures for performing a user seal check may be used instead of the positive and negative pressure check procedures provided that the employer demonstrates that the manufacturer's procedures are equally effective.

I. Respirator Cleaning Procedures

These procedures are provided for use when cleaning respirators. They are general in nature, and the cleaning recommendations provided by the manufacturer of the respirators may be used, provided such procedures are as effective as those listed here.

Equivalent effectiveness simply means that the procedures used must accomplish the objectives of this section, which is to ensure that the respirator is properly cleaned and

disinfected in a manner that prevents damage to the respirator and does not cause harm to the user.

1. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
2. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
3. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.
4. When the cleaner being used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
 - a. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,
 - b. Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,
 - c. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.



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5. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
6. Components should be hand-dried with a clean lint-free cloth or air-dried.
7. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.
8. Ensure that all components work properly.

J. Repairs

1. All respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:
 - a. Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;
 - b. Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
 - c. Reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

VI. MEDICAL EVALUATION

A. General

1. Using a respirator may place a physiological burden on employees. These burdens may vary with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee.
2. A medical evaluation or a specific medical examination must be completed to determine the employee's ability to use a respirator, before the employee is fit tested or the employee is required to use the respirator in the workplace. The Respirator Medical Evaluation Questionnaire (RMEQ) or medical exams must be conducted on a routine basis.

B. Medical Evaluation Procedures

1. RMEQ Administrator, a physician, or other licensed health care professional (PLHCP) must perform the medical evaluations using the Respirator Medical Evaluation Questionnaire (RMEQ) located in Appendix D of this program.



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2. Any medical examination can be used to meet the requirements of this section if this examination covers the same information as the OSHA Respirator Medical Evaluation Questionnaire (RMEQ) of Appendix D of this program or equivalent questionnaire.

C. Follow-up Medical Examination

1. A follow-up medical examination must be provided for an employee who gives a positive response to any questions in the third column of the Halliburton RMEQ in Appendix D or whose initial medical examination demonstrates the need for a follow-up medical examination.
2. This medical examination shall include any medical tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination.

If employees are in medical surveillance for a substance-specific standard, then they must also comply with the medical requirements under that substance standard.

D. Administration of Respirator Medical Evaluation Questionnaires and Examinations

1. The OSHA Respirator Medical Evaluation Questionnaire (RMEQ) and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content. The RMEQ can be administered and reviewed by a Designated RMEQ Administrator. The RMEQ Administrator must be appointed by the Business Unit Managers, approved by the Corporate Medical Director, and sign a Medical Records Confidentiality Statement. (This will be done at the discretion of the Business Unit Managers.)
2. The employee must have any opportunity to discuss the questionnaire and examination results with the PLHCP.
3. If an employee uses a respirator for 30 days or more in a 12-month period, the RMEQ shall be administered on an annual basis.
4. If an employee uses a respirator less than 30 days in a 12-month period, the RMEQ shall be administered based on the individual employee's age.
 - a. If the employee is 50 years of age or older, then the RMEQ shall be administered every 3 years.
 - b. If the employee is younger than 50 years of age, then the RMEQ shall be administered every 5 years.

E. Supplemental Information for the PLHCP



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1. Form 3 in Appendix E of this program must be completed in order to provide appropriate information to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator. Form 2 has site specific information that must be completed. Also, a copy of the revised 29 CFR 1910.134 and a copy of the site specific written Respiratory Protection Program must be submitted along with this form to the PLHCP.
2. A new PLHCP must be provided with a new form and a copy of this program prior to conducting medical evaluations.

F. Medical Determination

1. Following the evaluation or examination, a written recommendation regarding the employee's ability to use the respirator must be provided by the PLHCP. The recommendation shall provide only the following information:
 - a. Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator;
 - b. The need, if any, for follow-up medical evaluations; and
 - c. A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.
 - d. In some cases this may be a fit for duty form.
2. If the respirator is a negative pressure respirator and the PLHCP finds a medical condition that may place the employee's health at increased risk, a PAPR must be provided with restrictions.
3. The restriction being if the PLHCP's medical evaluation finds that the employee can use such a respirator. Also, if a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then there is no longer a requirement to provide a PAPR.

G. Additional Medical Evaluations

At a minimum, an additional medical evaluation is required on a routine basis (see Section D) and with the requirements of this section if:

1. An employee reports medical signs or symptoms that are related to their ability to use a respirator.
2. A PLHCP, supervisor, or the respirator Program Administrator, Frontline Supervisor, or designee informs the employer that an employee needs to be reevaluated.



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3. Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation.
4. A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

VII. EMPLOYEE INFORMATION AND TRAINING

Effective training will be provided to employees prior to use of respiratory protection. The training will be comprehensive, understandable, and done on an annual basis or more often if necessary.

A. General Requirements

1. When the training is completed each employee will be able to demonstrate knowledge of at least the following:
 - a. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
 - b. The limitations and capabilities of the respirator.
 - c. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
 - d. How to inspect, put on and remove, use, and check the seals of the respirator.
 - e. The procedures for maintenance and storage of the respirator.
 - f. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
 - g. The general requirements of this section.
2. The training shall be conducted in a manner that is understandable to the employee.
3. The training must be provided before requiring the employee to use a respirator in the workplace.
4. Repeat training is not required if documentation is able to demonstrate that an employee has received training within the last 12 months that addresses the elements mentioned above and the employee can demonstrate knowledge of those elements. Previous training not repeated initially must be provided no later than 12 months from the date of the previous training.
5. Retraining shall be administered annually and when the following situations occur:



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- a. Changes in the workplace or the type of respirator render previous training obsolete.
- b. Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill.
- c. Any other situation arises in which retraining appears necessary to ensure safe respirator use.

B. Voluntary Use

1. Once it is determined that the respirator use will not create a hazard, the basic advisory information on respirators, as presented in Appendix F of this program must be provided in any written or oral format, to employees who wear respirators when such use is not required. Documentation of providing the employee with the information should be maintained. Information should be provided to the employees initially and upon request.

VIII. RESPIRATOR FIT TESTING

A. General Requirements (Refer to Appendix G for fit testing protocols)

1. Before an employee may be required to use any respirator with a negative or positive pressure tight-fitting facepiece, the employee must be fit tested with the same make, model, style, and size of respirator that will be used.
2. All employees using a tight-fitting facepiece respirator must pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT).
3. All employees using a tight-fitting facepiece respirator are fit tested prior to initial use of the respirator, whenever a different respirator facepiece (size, style, model or make) is used, and at least annually thereafter. (These requirements replace fit testing requirements in the substance-specific standards.)
4. Additional fit test must be conducted whenever the employee reports, or the employer, PLHCP, Program Administrator, Frontline Supervisor, or designee makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.
5. If after passing a QLFT or QNFT, the employee subsequently notifies the employer, Program Administrator, Frontline supervisor, designee, or PLHCP that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator facepiece and to be retested.
6. The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol. The OSHA-accepted QLFT and QNFT protocols and procedures are contained in Appendix G.



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7. QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less. Refer to Table 2.
8. If the fit factor, as determined through an OSHA-accepted QNFT protocol, is equal to or greater than 100 for tight-fitting half facepieces, or equal to or greater than 500 for tight-fitting full-facepieces, the QNFT has been passed with that respirator.
9. Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative-pressure mode, regardless of the mode of operation (negative or positive-pressure) that is used for respiratory protection.
 - a. Qualitative fit testing of these respirators shall be accomplished by temporarily converting the respirator user's actual facepiece into a negative-pressure respirator with appropriate filters,
 - b. Or by using an identical negative pressure air-purifying respirator facepiece with the same sealing surfaces as a surrogate for the atmosphere-supplying or powered air-purifying respirator facepiece.
 - c. Quantitative fit testing of these respirators shall be accomplished by modifying the facepiece to allow sampling inside the facepiece in the breathing zone of the user, midway between the nose and mouth.
 - d. This requirement shall be accomplished by installing a permanent sampling probe onto a surrogate facepiece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the facepiece.
 - e. Any modifications to the respirator facepiece for fit testing shall be completely removed, and the facepiece restored to NIOSH-approved configuration, before that facepiece can be used in the workplace.



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TABLE 2

ACCEPTABLE FIT-TESTING METHODS		
Respirator	Qualitative	Quantitative
Half-face, Negative Pressure, APR (<100 fit factor)	Yes	Yes
Full-face, Negative Pressure, APR (<100 fit factor) used in atmospheres up to 10 times the PEL	Yes	Yes
Full-face, Negative Pressure, APR (>100 fit factor)	No	Yes
Powered Air-purifying Respirator (PAPR)	Yes	Yes
Supplied-air Respirators (SAR), or SCBA used in Negative Pressure (Demand Mode) (> 100 fit factor)	No	Yes
Supplied-air Respirators (SAR), or SCBA used in Negative Pressure (Pressure-demand Mode)	Yes	Yes
SCBA-Structural Fire Fighting, Positive Pressure	Yes	Yes
SCBA/SAR- IDLH, Positive Pressure	Yes	Yes
Mouthbit Respirators	Fit-testing <u>Not</u> Required	
Loose-fitting Respirators (e.g., hoods, helmets)		

APR= Assigned Protection Factor

Reference: OSHA's Small Entity Compliance Guide

APPENDIX A: 42 CFR PART 84 FILTERS

D. Certification Requirements 42 CFR Part 84

On July 10, 1995, 30 CFR Part 11 was replaced by 42 CFR Part 84. Only certifications of nonpowered, air-purifying, particulate-filter respirators are affected by this change. Remaining portions of 30 CFR Part 11 are incorporated into 42 CFR Part 84 without change.

Classes of Filters
While 30 CFR Part 11 classifications were substance-specific (dust, fume, mist, etc.), 42 CFR Part 84 classifies particulate filters by efficiency and performance characteristics against non-oil and oil-containing hazards. There are nine classes of filters (three levels of filter efficiency, each with three categories of resistance to filter efficiency degradation). Levels of filter efficiency are 95%, 99%, and 99.97%.



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Categories of resistance to filter efficiency degradation are labeled N, R, and P. Use of the filter will be clearly marked on the filter, filter package, or respirator box (e.g., N95 means N-series filter at least 95% efficient).

Selection

Selection of N-, R-, and P-series filters depends on the presence or absence of oil particles (oil mists) as follows:

If no oil particles are present, use any series (N, R, or P)

- If oil particles are present, use only R or P series
- If oil particles are present and the filter is to be used for more than one work shift, use only P series
- N for Not resistant to oil
- R for Resistant to oil
- P for oil Proof

Selection of filter efficiency (i.e., 95%, 99%, or 99.97%) depends on how much filter leakage can be accepted.

	95% efficient	99% efficient	99.97% efficient (HEPA)
N-series	N95	N99	N100
R-series	R95	R99	R100
P-series	P95	P99	P100*

* Filter will contain magenta color like the old HEPA filter



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APPENDIX B: CHANGE-OUT SCHEDULE

Cartridges or a canister are used in air-purifying respirators for protection against gases and vapors. The cartridges or canister contain sorbents that interact with the gases and vapors to remove these potentially harmful molecules from the air. Sorbents are granular porous material that use interactions known as removal mechanisms to absorb, or chemically react to remove gases and vapors. Activated carbon is commonly used for protection against organic vapors. For other gases or vapors, sorbents may be impregnated with chemical reagents to make them more selective.

In both cases the removal mechanisms are basically 100% efficient until the sorbents' ability to remove the contaminant is exhausted. At this time, breakthrough occurs as the contaminant passes through the canister or cartridge into the respirator onto the user. At this point the users may or may not detect the presence of a contaminant. This odor threshold for substance has been used to alert the respirator users that the cartridge or canister is no longer removing the contaminant from the air. Individuals can differ in their smell sensitivity, due to variety of chronic or acute physiological conditions. Also, the continuing exposure to an odor usually results in a gradual loss or even disappearance of the smell sensation. This is known as olfactory adaptation or smell fatigue.

The reliance on odor thresholds and other warning properties is no longer explicitly permitted as the sole basis for determining that air-purifying respirators will provide adequate protection against exposure to gas and vapor contaminants. As a result, cartridges and canisters must either be equipped with end of service life indicators (ESLI) or data must be developed to indicate when change-out must occur.

The service life of cartridges and canisters is based on several factors:

- Quality and amount of sorbent
- Packing and uniformity and density
- Exposure conditions, including breathing rate of the wearer
- Relative humidity
- Temperature
- Contaminant concentration
- Affinity of the gas or vapor for the sorbent
- Presence of other gases and vapors



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Suggested Rule of Thumb:

- If the chemical's boiling point is $> 70^{\circ} \text{C}$ and the concentration is less than 200 parts per million you can expect a service life of 8 hours at a normal work rate. (NOTE: This rule of thumb needs further review.)
- Service life is inversely proportional to work rate.
- Reducing concentration by a factor of 10 will increase service life by a factor of 5.
- Humidity above 85% will reduce service life by 50%.

The service life factors above along with the Rule of Thumb, historical data obtained by the Company and/or the client, and the client's change-out schedule should be used to determine respirator change-out schedules for specific gases and vapors.

Respirator Change-out Schedule Form:

The Change-out Schedule Form 2 is located in the Kellogg Brown & Root Respiratory Protection Program and should be used to document the change-out schedule.

The Shared Services HSE, Industrial Technical Pool is gathering more information and will be developing change-out schedules for the Halliburton Company. This information will be forwarded to appropriate Program Administrators or designees.

General References:

American Industrial Hygiene Association, The Occupational Environment-Its Evaluation and Control., ed. Salvatore R. DiNardi, 1997.

OSHA Technical Document, "Respirator Change-out Schedule," June 1998.



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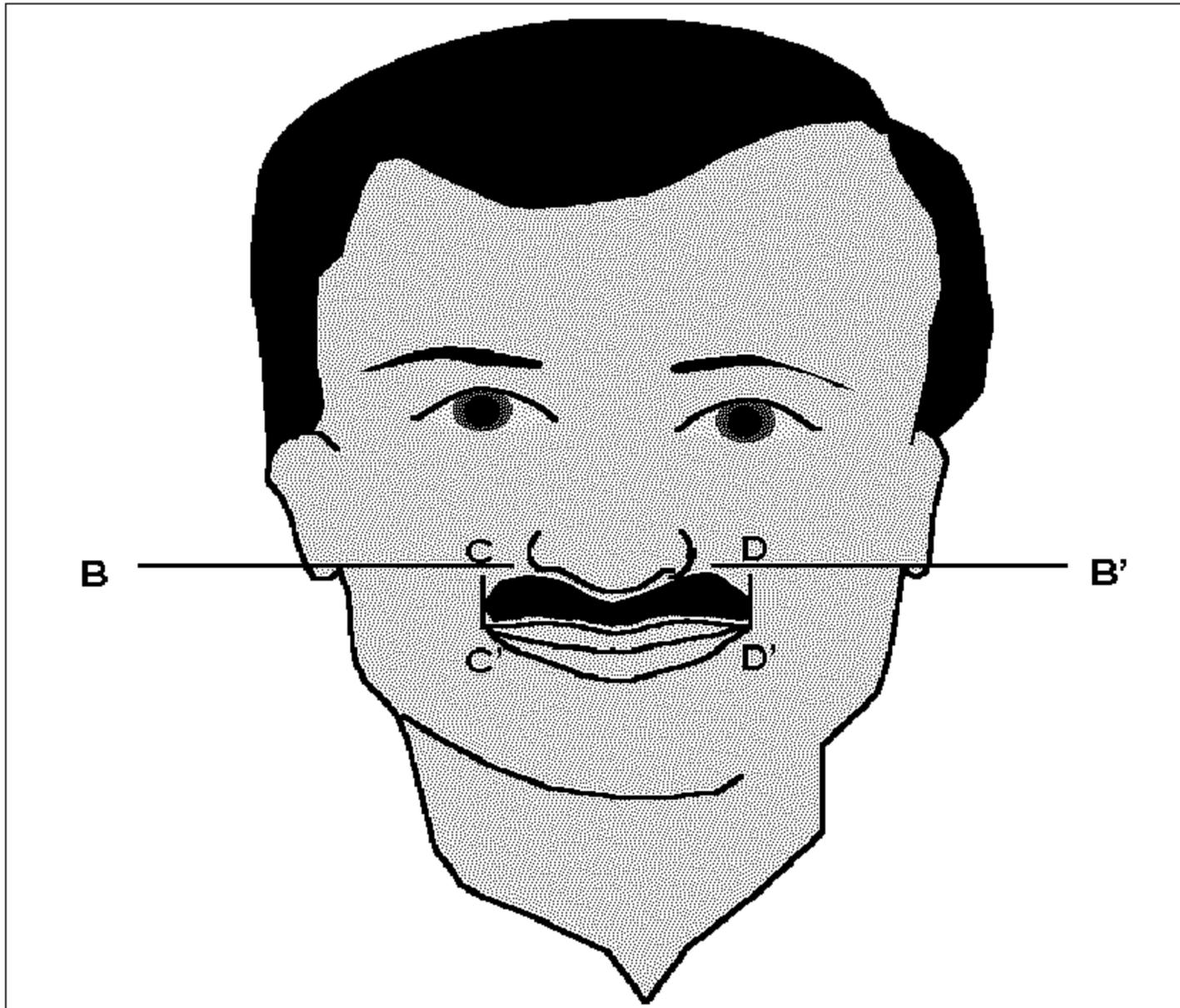
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APPENDIX C: ACCEPTABLE CLEAN SHAVEN SEAL AREA RECOMMENDATION



The face will be clean shaven, except that a mustache may be worn. When worn, a mustache will be neatly and closely trimmed and must be contained within the lines of B-B', C-C', D-D', and the margin area of the upper lip as shown above.



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APPENDIX D: RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE (RMEQ)

CONFIDENTIAL

Employee Name: _____

Today's Date: _____

Social Security Number: _____

Employee Number: _____

OSHA RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

"RMEQ" (Form # 13234)

CONFIDENTIAL

Office Use Only

This area for use only by RMEQ Administrator after employee completes questionnaire. Further medical evaluation required:

Administrator after employee completes questionnaire.

Further medical evaluation **NOT** required:

To RMEQ Administrator: (1) Administer this questionnaire to each employee who is assigned to wear a respirator at any time during their employment.

(2) Check appropriate box above after questionnaire completed.

(3) The "Respirator Approval Section" of the Halliburton Physical Examination

Record (Form # 13214) must be completed after the employee is medically qualified to use the respirator.

(4) If further medical evaluation is required, seal the RMEQ in a confidential envelope and send to Medical Surveillance Department.



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To the employee: Can you read? (circle one): Yes No

PLEASE PRINT: Your work facility or project name: _____ Job No. _____

Nearest City or Town: _____ State _____

1. Your age (to nearest year): _____
2. Sex (circle one): Male Female
3. Your height: _____ ft. _____ in.
4. Your weight: _____ lbs.
5. Your job title: _____
6. A telephone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
7. The best time to phone you at this number: _____ AM PM
Other telephone number (include the Area Code): _____
8. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes No
9. Check the type of respirator you will use (you can check more than one category):
 - a. _____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
 - b. _____ Other type (for example, half-face or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).
10. Have you worn a respirator (circle one): Yes No

If "yes," what type(s)? (check appropriate boxes at right)

"Yes"

- Disposable (half-face, paper-type, no cartridges)
- Half-face (rubberized face piece) with cartridges
- Full-face (covers eyes, nose, and mouth) with cartridges
- PAPR (filters and blower fan unit worn on belt)
- Air-line (air supplied thru hose from tanks or compressor)
- SCBA (air supplied from tank worn on user's back)
- Escape Only (mouth bit cartridge with nose clip)

<input type="checkbox"/>



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Employee Name: _____

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Please circle

Y or N

1 2 3 4

Question 1. Do you currently smoke tobacco, or have you smoked tobacco in the last month? → Y N

If "yes" answer the question below:

*Have you smoked one pack of cigarettes or more per day, consistently
over the last five years?* _____ → Y N

Question 2. Have you ever had any of the following conditions:

(a) Seizures ("fits")? _____ → Y N

If "yes" to (a), answer the question below:

Have you had a seizure within the last 12 months? _____ → Y N

(b) Diabetes (sugar disease)? _____ → Y N

If "yes" to (b), answer the question below:

*Has the diabetes ever resulted in a diabetic coma or insulin shock
within the last 5 years?* _____ → Y N

(c) Allergic reactions that interfere with your breathing? _____ → Y N

(d) Claustrophobia (fear of closed-in places)? _____ → Y N

(e) Trouble smelling odors? _____ → Y N



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Question 3. Have you ever had any of the following pulmonary or lung problems?

(a) Asbestosis? _____ → Y N

(b) Asthma? _____ → Y N

If "yes" to (b), answer both questions below:

Have you had an asthmatic attack within the last 5 years? _____ → Y N

Are you currently taking asthma medication? _____ → Y N

(c) Chronic Bronchitis? _____ → Y N

If "yes" to (c), answer both questions below:

Have you been seen by a doctor or been hospitalized for chronic bronchitis within the last 5 years? _____ → Y N

Are you currently taking medication for bronchitis? _____ → Y N

(d) Emphysema? _____ → Y N

If "yes" to (d), answer both questions below:

Have you been seen by a doctor or been hospitalized for emphysema within the last 5 years? _____ → Y N

Are you currently taking medication for emphysema? _____ → Y N

(e) Pneumonia? _____ → Y N

If "yes" to (e), answer both questions below:

Has the pneumonia occurred in the last 3 years? _____ → Y N

Is there any lung damage from the pneumonia? _____ → Y N



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1 2 3 4

(f) Tuberculosis ("TB")? _____ → Y N

If "yes" to (f), answer the three questions below:

Has the tuberculosis occurred within the last 3 years? _____ → Y N

Are you currently taking medication for tuberculosis? _____ → Y N

Is there any lung damage from the tuberculosis? _____ → Y N

(g) Silicosis? _____ → Y N

(h) Pneumothorax (collapsed lung)? _____ → Y N

If "yes" to (h), answer both questions below:

Has the collapsed lung occurred in the last 5 years? _____ → Y N

Has there been any resulting shortness of breath or permanent lung damage as a result of chest injury or surgery? _____ → Y N

(i) Lung cancer? _____ → Y N

(j) Broken ribs? _____ → Y N

If "yes" to (j), answer both questions below:

Were the ribs broken within the last 5 years? _____ → Y N

Has there been any resulting shortness of breath or permanent lung damage as a result of chest injury or surgery? _____ → Y N



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(k) Any chest injuries or surgeries? _____ → Y N

If “yes” to (k), answer both questions below:

Was the injury or surgery within the last 5 years? _____ → Y N

Has there been any resulting shortness of breath or permanent lung damage as a result of chest injury or surgery? _____ → Y N

(l) Any other lung problem that you’ve been told about? _____ → Y N

Question 4. Do you currently have any of the following symptoms of pulmonary or lung illness?

(a) Shortness of breath _____ → Y N

(b) Shortness of breath when walking fast on level ground or walking up a slight hill or incline? _____ → Y N

(c) Shortness of breath when walking with other people at an ordinary pace on level ground? _____ → Y N

(d) Have to stop for breath when walking at your own pace on level ground? _____ → Y N

(e) Shortness of breath when washing or dressing yourself? _____ → Y N

(f) Shortness of breath that interferes with your job? _____ → Y N

(g) Coughing that produces phlegm (thick sputum)? _____ → Y N

If “yes” to any of the questions (a) through (g) above, answer both questions below:



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Have you been seen by a doctor or hospitalized for coughing up phlegm in the last 3 years? _____ →

Y N

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Are you taking any medications for the cough? _____ →

1 2 3 4

Y N

(h) Coughing that wakes you early in the morning? _____ →

Y N

If "yes" to (h), answer both questions below:

In the last 3 years, have you been seen by a doctor or hospitalized for coughing that wakes you up early in the morning? _____ →

Y N

Are you taking any medications for the cough? _____ →

Y N

(i) Coughing that occurs mostly when you are lying down? _____ →

Y N

If "yes" to (i), answer both questions below:

In the last 3 years, have you been seen by a doctor or hospitalized for coughing that occurs mostly when you are lying down? _____ →

Y N

Are you taking medications for the cough? _____ →

Y N

(j) Coughing up blood in the last month? _____ →

Y N

If "yes" to (j), answer the three questions below:

In the last 3 years, have you been seen by a doctor or hospitalized for coughing up blood? _____ →

Y N

Is the coughing up blood due to anything other than acute or chronic bronchitis? _____ →

Y N

Are you taking any medications for coughing up blood? _____ →

Y N



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(k) Wheezing? _____ → Y N

(l) Wheezing that interferes with your job? _____ → Y N

(m) Chest pain when you breathe deeply? _____ → Y N

(n) Any other symptoms that you think may be related to lung problems? _____ → Y N

Question 5. Have you ever had any of the following cardiovascular or heart problems?

(a) Heart attack _____ → Y N

If "yes" to (a), answer both questions below:

Have you been hospitalized in the last 5 years for a heart attack? _____ → Y N

Are you currently taking any medications for a heart attack? _____ → Y N

(b) Stroke _____ → Y N

If "yes" to (b), answer both questions below:

Have you been hospitalized in the last 5 years for a stroke? _____ → Y N

Are you currently taking any medications for a stroke? _____ → Y N

(c) Angina _____ → Y N

(d) Heart failure _____ → Y N

(e) Swelling in your legs or feet (not caused by walking) _____ → Y N

If "yes" to (e), answer the three questions below:

Is the swelling in your legs related to heart or lung problems? _____ → Y N



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Does it keep you from performing the functions of your job? _____ → Y N

Are you currently taking any medications for the swelling? _____ → Y N

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1 2 3 4

(f) Heart arrhythmia (heart beating irregularly) _____ → Y N

(g) High blood pressure _____ → Y N

If "yes" to (g), answer both questions below:

Are you currently taking any medications for the high blood pressure? _____ → Y N

Is the high blood pressure under control? _____ → Y N

(h) Any other heart problem that you've been told about? _____ → Y N

Question 6. Have you ever had any of the following cardiovascular or heart symptoms?

(a) Frequent pain or tightness in your chest _____ → Y N

(b) Pain or tightness in your chest during physical activity _____ → Y N

(c) Pain or tightness in your chest that interferes with your job _____ → Y N

(d) In the past two years, have you noticed your heart skipping or missing a beat _____ → Y N

(e) Heartburn or indigestion that is not related to eating _____ → Y N

(f) Any other symptoms that you think may be related to heart or circulation problems _____ → Y N



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Question 7. Do you currently take medication for any of the following problems?

- (a) Breathing or lung problems _____ → Y N
- (b) Heart trouble _____ → Y N
- (c) Blood pressure _____ → Y N
- (d) Seizures (“fits”) _____ → Y N

Question 8. If you have never used a respirator, check this box and go to question 9 (below) _____ →

If you have used a respirator, have you ever had any of the following problems because of wearing a respirator?

- a) Eye irritation _____ → Y N
- b) Skin allergies or rashes _____ → Y N
- c) Anxiety _____ → Y N
- d) General weakness or fatigue _____ → Y N
- e) Any other problem that interferes with your use of a respirator _____ → Y N

Question 9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire? _____ → Y N

Question 10. Have you ever lost vision in either eye (temporarily or permanently)? _____ → Y N

Question 11. Do you currently have any of the following vision problems?



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(a) Wear contact lenses? _____ → Y N

(b) Wear glasses? _____ → Y N

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(c) Color Blind? _____ → 1 2 3 4
Y N

(d) Any other eye or vision problem? _____ → Y N

If "yes" to any of the questions (a) or (b) or (d) above, answer the question below:

Are you unable to perform the functions of your job as a result of this problem? _____ → Y N

Question 12. Have you ever had an injury to your ears, including a broken ear drum? _____ → Y N

Question 13. Do you currently have any of the following hearing problems?

(a) Difficulty hearing _____ → Y N

(b) Wear a hearing aid _____ → Y N

(c) Any other hearing or ear problem? _____ → Y N

If "yes" to any of the questions (a) or (b) or (c) above, answer the question below:

Are you unable to perform the functions of your job as a result of this problem? _____ → Y N

Question 14. Have you ever had a back injury? _____ → Y N



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If "yes" answer the question below:

Are you unable to perform the functions of your job as a result of this
problem? _____ →

Y N

Question 15. Do you currently have any of the following musculoskeletal problems?

(a) Weakness in any of the arms, hands, legs, or feet? _____ → Y N

(b) Back pain? _____ → Y N

(c) Difficulty fully moving your arms and legs? _____ → Y N

(d) Pain or stiffness when you lean forward or backward at the waist? _____ → Y N

(e) Difficulty fully moving your head up or down? _____ → Y N

(f) Difficulty moving your head side to side? _____ → Y N

(g) Difficulty bending at your knees? _____ → Y N

(h) Difficulty squatting to the ground? _____ → Y N

(i) Climbing a flight of stairs or a ladder carrying more than 25 lbs.? _____ → Y N

(j) Any other muscle or skeletal problem that interferes with a respirator? _____ → Y N

If "yes" to any of the questions (a) through (j) above, answer the
question below:



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Are you unable to perform the functions of your job as a result of this
problem? _____ →

Y N

I certify that the foregoing statements are true to the best of my knowledge. I hereby authorize the company
To investigate the facts claimed by me on this questionnaire.

Signature Date

END OF QUESTIONNAIRE. THANK YOU FOR YOUR TIME.

(Space below is for use by PLHCP ONLY)



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APPENDIX E: INFORMATION PROVIDED TO THE PLHCP

D PROJECT LOCATION _____

JOB CLASSIFICATION OR EMPLOYEE'S NAMES/SS# _____

PLHCP'S NAME _____

RESPIRATORY PROTECTION:

FACE-PIECE	TYPE	AIR-SUPPLY	WEIGHT	DURATION
<input type="checkbox"/> ICE FULL	<input type="checkbox"/> SUPPLIED AIR (SCBA)	<input type="checkbox"/> BOTTLED AIR	_____	HRS. PER DAY _____
<input type="checkbox"/> FULL	<input type="checkbox"/> SUPPLIED AIR (SA)	<input type="checkbox"/> COMPRESSOR	_____	DAYS PER WEEK _____
<input type="checkbox"/> HOOD	<input type="checkbox"/> POWERED (PAPR)	<input type="checkbox"/> CARTRIDGE	_____	WEEKS PER MONTH _____
<input type="checkbox"/> HALF	<input type="checkbox"/> AIR PURIFYING (AP)	<input type="checkbox"/> CANISTER	_____	
<input type="checkbox"/> DISPOSABLE		<input type="checkbox"/> PARTICULATE	_____	

PERSONAL PROTECTIVE CLOTHING:

BODY	HANDS	EARS	FEET	FACE
COVERALLS	LEATHER GLOVES	EAR PLUGS	SHOE COVERS	SHIELD
PERSONAL CLOTHES	RUBBER GLOVES	EAR MUFFS	LEATHER BOOTS	HELMET
NOMEX	CLOTH GLOVES	PLUG & MUFF	RUBBER BOOTS	SOCK HOOD
OTHER:	NONE	NONE	SHOES	

USER INFORMATION
(Proceed from left to right)

JOB TASK	PHYSICAL WORK EFFORT	CONTAMINANT	EXPECTED EXPOSURE
<input type="checkbox"/> WELDER	WELDING	METAL FUMES	_____ mg/m3
<input type="checkbox"/> PIPE FITTER	GRINDING	METAL PARTICULATE	_____ mg/m3
<input type="checkbox"/> PAINTER	HAND BRUSH PAINTING	HYDROCARBONS	_____ ppm
<input type="checkbox"/> PAINTER	SPRAYING SPAINTING	HYDROCARBONS	_____ ppm
<input type="checkbox"/> ABRASIVE BLASTER	SAND	SILICA	_____ mg/m3
<input type="checkbox"/> ABRASIVE BLASTER	BLACK BEAUTY	TOTAL DUST	_____ mg/m3
<input type="checkbox"/> ASBESTOS WORKER	O & M ASBESTOS	ASBESTOS	_____ f/cc
<input type="checkbox"/> ABATEMENT WORKER	REMOVAL TSI	ASBESTOS	_____ f/cc
<input type="checkbox"/> LEAD REMOVAL	_____	_____	_____
<input type="checkbox"/> ELECTRICIAN	_____	_____	_____
<input type="checkbox"/> INSTRUMENTATION	_____	_____	_____
<input type="checkbox"/> LABOR	_____	_____	_____
<input type="checkbox"/> INSULATOR	INSULATING PIPE	_____	_____
<input type="checkbox"/> MECHANIC	REPAIRS OF PUMPS	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

TEMPERATURE RANGE _____ F HUMIDITY RANGE _____ %

THE PLHCP(S) WAS PROVIDED WITH A COPY OF 29 CFR 1910.134 E AND A COPY OF THE _____ (LOCATION) SITE SPECIFIC WRITTEN RESPIRATORY PROTECTION PROGRAM.

PLHCP – Physician or other licensed health care professional

SIGNATURE OF INDIVIDUAL COMPLETING FORM DATE

SIGNATURE OF PLHCP DATE

IF NEEDED ATTACH ADDITIONAL SHEETS TO COVER JOB TASK NOT LISTED ABOVE.



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REQUIRED UNDER THE STANDARD

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers.

However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the employee. Sometimes, employees may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If the employer provides respirators for voluntary use, or if the employee provides their own respirator, take certain precautions to be sure that the respirator itself does not present a hazard.

Do the following:

1. Read and follow all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It tells what the respirator is designed for and how much it will protect a person.
3. Do not wear a respirator into atmospheres containing contaminants for which the respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of the assigned respirator so that someone else's respirator is not mistakenly used.

APPENDIX G: FIT TESTING PROTOCOLS

A. FIT TESTING PROCEDURES--GENERAL REQUIREMENTS

Fit testing shall be conducted using the following procedures. The requirements in this appendix apply to all OSHA- accepted fit test methods, both QLFT and QNFT.

1. The test subject shall be allowed to pick the most acceptable respirator from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.
2. Prior to the selection process, the test subject shall be shown how to put on a respirator, how it should be positioned on the face, how to set strap tension and how to determine an acceptable fit. A mirror shall be available to assist the subject in evaluating the fit and positioning of the respirator. This instruction may not constitute the subject's formal training on respirator use, because it is only a review.



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3. The test subject shall be informed that he/she is being asked to select the respirator that provides the most acceptable fit. Each respirator represents a different size and shape, and if fitted and used properly, will provide adequate protection.
4. The test subject shall be instructed to hold each chosen facepiece up to the face and eliminate those that obviously do not give an acceptable fit.
5. The more acceptable facepieces are noted in case the one selected proves unacceptable; the most comfortable mask is donned and worn at least five minutes to assess comfort. If the test subject is not familiar with using a particular respirator, the test subject shall be directed to don the mask several times and to adjust the straps each time to become adept at setting proper tension on the straps.
6. Assessment of comfort shall include a review of the following points with the test subject and allowing the test subject adequate time to determine the comfort of the respirator:
 - a. Position of the mask on the nose
 - b. Room for eye protection
 - c. Room to talk
 - d. Position of mask on face and cheeks
7. The following criteria shall be used to help determine the adequacy of the respirator fit:
 - a. Chin properly placed;
 - b. Adequate strap tension, not overly tightened;
 - c. Fit across nose bridge;
 - d. Respirator of proper size to span distance from nose to chin;
 - e. Tendency of respirator to slip;
 - f. Self-observation in mirror to evaluate fit and respirator position.
8. The test subject shall conduct a user seal check, either the negative and positive pressure seal checks described in Section V, part H of the respiratory protection program, or those recommended by the respirator manufacturer which provide equivalent protection. Before conducting the negative and positive pressure checks, the subject shall be told to seat the mask on the face by moving the head from side-to-side and up and down slowly while taking in a few slow deep breaths. Another facepiece shall be selected and retested if the test subject fails the user seal check tests.



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9. The test shall not be conducted if there is any hair growth between the skin and the facepiece sealing surface, such as stubble beard growth, beard, mustache or sideburns which cross the respirator sealing surface. Any type of apparel which interferes with a satisfactory fit shall be altered or removed.
10. If a test subject exhibits difficulty in breathing during the tests, she or he shall be referred to a physician or other licensed health care professional, as appropriate, to determine whether the test subject can wear a respirator while performing her or his duties.
11. If the employee finds the fit of the respirator unacceptable, the test subject shall be given the opportunity to select a different respirator and to be retested.
12. Exercise regimen. Prior to the commencement of the fit test, the test subject shall be given a description of the fit test and the test subject's responsibilities during the test procedure. The description of the process shall include a description of the test exercises that the subject will be performing. The respirator to be tested shall be worn for at least 5 minutes before the start of the fit test.
13. The fit test shall be performed while the test subject is wearing any applicable safety equipment that may be worn during actual respirator use that could interfere with respirator fit.

NOTE: The results of the tests must be documented. Refer to page G-17 of this appendix for documentation form for qualitative fit testing results.

14. Test Exercises.

The following test exercises are to be performed for all fit testing methods prescribed in this appendix, except for the CNP method. A separate fit testing exercise regimen is contained in the CNP protocol.

The test subject shall perform exercises, in the test environment, in the following manner:

- a. Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.
- b. Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.
- c. Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.
- d. Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).



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- e. Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song.

Rainbow Passage

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

- f. Grimace. The test subject shall grimace by smiling or frowning. (This applies only to QNFT testing; it is not performed for QLFT)
- g. Bending over. The test subject shall bend at the waist as if he/she were to touch his/her toes. Jogging in place shall be substituted for this exercise in those test environments such as shroud type QNFT or QLFT units that do not permit bending over at the waist.
- h. Normal breathing. Same as Step 14.a.

Each test exercise shall be performed for one minute except for the grimace exercise that shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

NOTE: The results of the tests must be documented. Refer to page 74 for documentation form for fit testing results.

B. Qualitative Fit Test (QLFT) Protocols

1. General

- a. The employer shall ensure that persons administering QLFT are able to prepare test solutions, calibrate equipment and perform tests properly, recognize invalid tests, and ensure that test equipment is in proper working order.
- b. The employer shall ensure that QLFT equipment is kept clean and well maintained so as to operate within the parameters for which it was designed.

NOTE: The results of the tests must be documented. Refer to page 74 for documentation form for fit testing results.



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2. Isoamyl Acetate (Banana Oil) Protocol

NOTE: This protocol is not appropriate to use for the fit testing of particulate respirators. If used to fit test particulate respirators, the respirator must be equipped with an organic vapor filter.

a. Odor Threshold Screening (Can purchase premixed solutions)

Odor threshold screening, performed without wearing a respirator, is intended to determine if the individual tested can detect the odor of isoamyl acetate at low levels.

(1) Three 1-liter glass jars with metal lids are required.

(2) Odor-free water (e.g., distilled or spring water) at approximately 25 deg. C (77 deg. F) shall be used for the solutions.

(3) The isoamyl acetate (IAA) (also known as isopentyl acetate) stock solution is prepared by adding 1 ml of pure IAA to 800 ml of odor-free water in a 1-liter jar, closing the lid and shaking for 30 seconds. A new solution shall be prepared at least weekly.

(4) The screening test shall be conducted in a room separate from the room used for actual fit testing. The two rooms shall be well-ventilated to prevent the odor of IAA from becoming evident in the general room air where testing takes place.

(5) The odor test solution is prepared in a second jar by placing 0.4 ml of the stock solution into 500 ml of odor-free water using a clean dropper or pipette. The solution shall be shaken for 30 seconds and allowed to stand for two to three minutes so that the IAA concentration above the liquid may reach equilibrium. This solution shall be used for only one day.

(6) A test blank shall be prepared in a third jar by adding 500 cc of odor-free water.

(7) The odor test and test blank jar lids shall be labeled (e.g., 1 and 2) for jar identification. Labels shall be placed on the lids so that they can be peeled off periodically and switched to maintain the integrity of the test.

(8) The following instruction shall be typed on a card and placed on the table in front of the two test jars (i.e., 1 and 2): "The purpose of this test is to determine if you can smell banana oil at a low concentration. The two bottles in front of you contain water. One of these bottles also contains a small amount of banana oil. Be sure the covers are on tight, then shake each bottle for two seconds. Unscrew the lid of each bottle, one at a time, and sniff at the mouth of the bottle. Indicate to the test conductor which bottle contains banana oil."

(9) The mixtures used in the IAA odor detection test shall be prepared in an area separate from where the test is performed, in order to prevent olfactory fatigue in the subject.



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- (10) If the test subject is unable to correctly identify the jar containing the odor test solution, the IAA qualitative fit test shall not be performed.
- (11) If the test subject correctly identifies the jar containing the odor test solution, the test subject may proceed to respirator selection and fit testing.

(b) Isoamyl Acetate (Banana Oil) Fit Test

- (1) The fit test chamber shall be a clear 55-gallon drum liner suspended inverted over a 2-foot diameter frame so that the top of the chamber is about 6 inches above the test subject's head. If no drum liner is available, a similar chamber shall be constructed using plastic sheeting. The inside top center of the chamber shall have a small hook attached.
 - (2) Each respirator used for the fitting and fit testing shall be equipped with organic vapor cartridges or offer protection against organic vapors.
 - (3) After selecting, donning, and properly adjusting a respirator, the test subject shall wear it to the fit testing room. This room shall be separate from the room used for odor threshold screening and respirator selection, and shall be well-ventilated, as by an exhaust fan or lab hood, to prevent general room contamination.
 - (4) A copy of the test exercises and any prepared text that the subject is to read shall be taped to the inside of the test chamber.
 - (5) Upon entering the test chamber, the test subject shall be given a 6-inch by 5-inch piece of paper towel, or other porous, absorbent, single-ply material, folded in half and wetted with 0.75 ml of pure IAA. The test subject shall hang the wet towel on the hook at the top of the chamber. An IAA test swab or ampule may be substituted for the IAA wetted paper towel provided it has been demonstrated that the alternative IAA source will generate an IAA test atmosphere with a concentration equivalent to that generated by the paper towel method.
 - (6) Allow two minutes for the IAA test concentration to stabilize before starting the fit test exercises. This would be an appropriate time to talk with the test subject; to explain the fit test, the importance of his/her cooperation, and the purpose for the test exercises; or to demonstrate some of the exercises.
 - (7) If at any time during the test, the subject detects the banana-like odor of IAA, the test is failed. The subject shall quickly exit from the test chamber and leave the test area to avoid olfactory fatigue.
- (1) If the test is failed, the subject shall return to the selection room and remove the respirator. The test subject shall repeat the odor sensitivity test, select and put on another respirator, return to the test area and again begin the fit test procedure described in (b) (1) through (7) above. The process continues until a respirator that fits well has been found. Should the odor sensitivity test be failed, the subject shall wait at least 5 minutes before retesting. Odor sensitivity will usually have returned by this time.



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- (2) If the subject passes the test, the efficiency of the test procedure shall be demonstrated by having the subject break the respirator face seal and take a breath before exiting the chamber.

NOTE: The results of the tests must be documented. Refer to page 74 for documentation form for fit testing results.

- (10) When the test subject leaves the chamber, the subject shall remove the saturated towel and return it to the person conducting the test, so that there is no significant IAA concentration buildup in the chamber during subsequent tests. The used towels shall be kept in a self-sealing plastic bag to keep the test area from being contaminated.

3. Saccharin Solution Aerosol Protocol

The entire screening and testing procedure shall be explained to the test subject prior to the conduct of the screening test.

- a. Taste threshold screening (Can purchase premixed solutions)

The saccharin taste threshold screening, performed without wearing a respirator, is intended to determine whether the individual being tested can detect the taste of saccharin.

- (1) During threshold screening as well as during fit testing, subjects shall wear an enclosure about the head and shoulders that is approximately 12 inches in diameter by 14 inches tall with at least the front portion clear and that allows free movements of the head when a respirator is worn. An enclosure substantially similar to the 3M hood assembly, parts # FT 14 and # FT 15 combined, is adequate.
- (2) The test enclosure shall have a 3/4-inch (1.9 cm) hole in front of the test subject's nose and mouth area to accommodate the nebulizer nozzle.
- (3) The test subject shall don the test enclosure. Throughout the threshold screening test, the test subject shall breathe through his/her slightly open mouth with tongue extended. The subject is instructed to report when he/she detects a sweet taste.
- (4) Using a DeVilbiss Model 40 Inhalation Medication Nebulizer or equivalent, the test conductor shall spray the threshold check solution into the enclosure. The nozzle is directed away from the nose and mouth of the person. This nebulizer shall be clearly marked to distinguish it from the fit test solution nebulizer.
- (5) The threshold check solution is prepared by dissolving 0.83 gram of sodium saccharin USP in 100 ml of warm water. It can be prepared by putting 1 ml of the fit test solution (see (b)(5) below) in 100 ml of distilled water.
- (6) To produce the aerosol, the nebulizer bulb is firmly squeezed so that it collapses completely, then released and allowed to fully expand.



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- (7) Ten squeezes are repeated rapidly and then the test subject is asked whether the saccharin can be tasted. If the test subject reports tasting the sweet taste during the ten squeezes, the screening test is completed. The taste threshold is noted as ten regardless of the number of squeezes actually completed.
 - (8) If the first response is negative, ten more squeezes are repeated rapidly and the test subject is again asked whether the saccharin is tasted. If the test subject reports tasting the sweet taste during the second ten squeezes, the screening test is completed. The taste threshold is noted as twenty regardless of the number of squeezes actually completed.
 - (9) If the second response is negative, ten more squeezes are repeated rapidly and the test subject is again asked whether the saccharin is tasted. If the test subject reports tasting the sweet taste during the third set of ten squeezes, the screening test is completed. The taste threshold is noted as thirty regardless of the number of squeezes actually completed.
 - (10) The test conductor will take note of the number of squeezes required to solicit a taste response.
 - (11) If the saccharin is not tasted after 30 squeezes (step 10), the test subject is unable to taste saccharin and may not perform the saccharin fit test. If the test subject eats or drinks something sweet before the screening test, he/she may be unable to taste the weak saccharin solution.
 - (12) If a taste response is elicited, the test subject shall be asked to take note of the taste for reference in the fit test.
 - (13) Correct use of the nebulizer means that approximately 1 ml of liquid is used at a time in the nebulizer body.
 - (14) The nebulizer shall be thoroughly rinsed in water, shaken dry, and refilled at least each morning and afternoon or at least every four hours.
- b. Saccharin solution aerosol fit test procedure
- (1) The test subject may not eat, drink (except plain water), smoke, or chew gum for 15 minutes before the test.
 - (2) The fit test uses the same enclosure described in 3. (a) above.
 - (3) The test subject shall don the enclosure while wearing the respirator selected in Section A of this appendix. The respirator shall be properly adjusted and equipped with a particulate filter(s).



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- (4) A second DeVilbiss Model 40 Inhalation Medication Nebulizer or equivalent is used to spray the fit test solution into the enclosure. This nebulizer shall be clearly marked to distinguish it from the screening test solution nebulizer.
- (5) The fit test solution is prepared by adding 83 grams of sodium saccharin to 100 ml of warm water.
- (6) As before, the test subject shall breathe through the slightly open mouth with tongue extended, and report if he/she tastes the sweet taste of saccharin.
- (7) The nebulizer is inserted into the hole in the front of the enclosure and an initial concentration of saccharin fit test solution is sprayed into the enclosure using the same number of squeezes (either 10, 20 or 30 squeezes) based on the number of squeezes required to elicit a taste response as noted during the screening test. A minimum of 10 squeezes is required.
- (8) After generating the aerosol, the test subject shall be instructed to perform the exercises in Section A, #14 of this appendix.
- (9) Every 30 seconds the aerosol concentration shall be replenished using one half the original number of squeezes used initially (e.g., 5, 10 or 15).
- (10) The test subject shall indicate to the test conductor if at any time during the fit test the taste of saccharin is detected. If the test subject does not report tasting the saccharin, the test is passed.

NOTE: The results of the tests must be documented. Refer to page 74 for documentation form for fit testing results.

- (11) If the taste of saccharin is detected, the fit is deemed unsatisfactory and the test is failed. A different respirator shall be tried and the entire test procedure is repeated (taste threshold screening and fit testing).
 - (12) Since the nebulizer has a tendency to clog during use, the test operator must make periodic checks of the nebulizer to ensure that it is not clogged. If clogging is found at the end of the test session, the test is invalid.
4. Bitrex™ (Denatonium Benzoate) Solution Aerosol Qualitative Fit Test Protocol

The Bitrex™ (Denatonium benzoate) solution aerosol QLFT protocol uses the published saccharin test protocol because that protocol is widely accepted. Bitrex is routinely used as a taste aversion agent in household liquids which children should not be drinking and is endorsed by the American Medical Association, the National Safety Council, and the American Association of Poison Control Centers. The entire screening and testing procedure shall be explained to the test subject prior to the conduct of the screening test.



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a. Taste Threshold Screening (Can purchase premixed solutions)

The Bitrex taste threshold screening, performed without wearing a respirator, is intended to determine whether the individual being tested can detect the taste of Bitrex.

- (1) During threshold screening as well as during fit testing, subjects shall wear an enclosure about the head and shoulders that is approximately 12 inches (30.5 cm) in diameter by 14 inches (35.6 cm) tall. The front portion of the enclosure shall be clear from the respirator and allow free movement of the head when a respirator is worn. An enclosure substantially similar to the 3M hood assembly, parts # FT 14 and # FT 15 combined, is adequate.
- (2) The test enclosure shall have a 3/4 inch (1.9 cm) hole in front of the test subject's nose and mouth area to accommodate the nebulizer nozzle.
- (3) The test subject shall don the test enclosure. Throughout the threshold screening test, the test subject shall breathe through his or her slightly open mouth with tongue extended. The subject is instructed to report when he/she detects a bitter taste.
- (4) Using a DeVilbiss Model 40 Inhalation Medication Nebulizer or equivalent, the test conductor shall spray the Threshold Check Solution into the enclosure. This Nebulizer shall be clearly marked to distinguish it from the fit test solution nebulizer.
- (5) The Threshold Check Solution is prepared by adding 13.5 milligrams of Bitrex to 100 ml of 5% salt (NaCl) solution in distilled water.
- (6) To produce the aerosol, the nebulizer bulb is firmly squeezed so that the bulb collapses completely, and is then released and allowed to fully expand.
- (7) An initial ten squeezes are repeated rapidly and then the test subject is asked whether the Bitrex can be tasted. If the test subject reports tasting the bitter taste during the ten squeezes, the screening test is completed. The taste threshold is noted as ten regardless of the number of squeezes actually completed.
- (8) If the first response is negative, ten more squeezes are repeated rapidly and the test subject is again asked whether the Bitrex is tasted. If the test subject reports tasting the bitter taste during the second ten squeezes, the screening test is completed. The taste threshold is noted as twenty regardless of the number of squeezes actually completed.
- (9) If the second response is negative, ten more squeezes are repeated rapidly and the test subject is again asked whether the Bitrex is tasted. If the test subject reports tasting the bitter taste during the third set of ten squeezes, the screening test is completed. The taste threshold is noted as thirty regardless of the number of squeezes actually completed.
- (10) The test conductor will take note of the number of squeezes required to solicit a taste response.



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- (11) If the Bitrex is not tasted after 30 squeezes (step 10), the test subject is unable to taste Bitrex and may not perform the Bitrex fit test.
 - (12) If a taste response is elicited, the test subject shall be asked to take note of the taste for reference in the fit test.
 - (13) Correct use of the nebulizer means that approximately 1 ml of liquid is used at a time in the nebulizer body.
 - (14) The nebulizer shall be thoroughly rinsed in water, shaken to dry, and refilled at least each morning and afternoon or at least every four hours.
- b. Bitrex Solution Aerosol Fit Test Procedure
- (1)The test subject may not eat, drink (except plain water), smoke, or chew gum for 15 minutes before the test.
 - (2)The fit test uses the same enclosure as that described in 4. (a) above.
 - (3)The test subject shall don the enclosure while wearing the respirator selected according to Section A of this appendix. The respirator shall be properly adjusted and equipped with any type particulate filter(s).
 - (4)A second DeVilbiss Model 40 Inhalation Medication Nebulizer or equivalent is used to spray the fit test solution into the enclosure. This nebulizer shall be clearly marked to distinguish it from the screening test solution nebulizer.
 - (5)The fit test solution is prepared by adding 337.5 mg of Bitrex to 200 ml of a 5% salt (NaCl) solution in warm water.
 - (6)As before, the test subject shall breathe through his or her slightly open mouth with tongue extended, and be instructed to report if he/she tastes the bitter taste of Bitrex.
 - (7)The nebulizer is inserted into the hole in the front of the enclosure and an initial concentration of the fit test solution is sprayed into the enclosure using the same number of squeezes (either 10, 20 or 30 squeezes) based on the number of squeezes required to elicit a taste response as noted during the screening test.
 - (8)After generating the aerosol, the test subject shall be instructed to perform the exercises in Section A #14 of this appendix.
 - (9)Every 30 seconds the aerosol concentration shall be replenished using one half the number of squeezes used initially (e.g., 5, 10 or 15).



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- (10) The test subject shall indicate to the test conductor if at any time during the fit test the taste of Bitrex is detected. If the test subject does not report tasting the Bitrex, the test is passed.

NOTE: The results of the tests must be documented. Refer to page 74 for documentation form for fit testing results.

- (11) If the taste of Bitrex is detected, the fit is deemed unsatisfactory and the test is failed. A different respirator shall be tried and the entire test procedure is repeated (taste threshold screening and fit testing).

5. Irritant Smoke (Stannic Chloride) Protocol

This qualitative fit test uses a person's response to the irritating chemicals released in the "smoke" produced by a stannic chloride ventilation smoke tube to detect leakage into the respirator.

a. General Requirements and Precautions

- (1) The respirator to be tested shall be equipped with high efficiency particulate air (HEPA) or P100 series filter(s).
- (2) Only stannic chloride smoke tubes shall be used for this protocol.
- (3) No form of test enclosure or hood for the test subject shall be used.
- (4) The smoke can be irritating to the eyes, lungs, and nasal passages. The test conductor shall take precautions to minimize the test subject's exposure to irritant smoke. Sensitivity varies, and certain individuals may respond to a greater degree to irritant smoke. Care shall be taken when performing the sensitivity screening checks that determine whether the test subject can detect irritant smoke to use only the minimum amount of smoke necessary to elicit a response from the test subject.
- (5) The fit test shall be performed in an area with adequate ventilation to prevent exposure of the person conducting the fit test or the build-up of irritant smoke in the general atmosphere.

b. Sensitivity Screening Check

The person to be tested must demonstrate his or her ability to detect a weak concentration of the irritant smoke.

- (1) The test operator shall break both ends of a ventilation smoke tube containing stannic chloride, and attach one end of the smoke tube to a low flow air pump set to deliver 200 milliliters per minute, or an aspirator squeeze bulb. The test operator shall cover the other end of the smoke tube with a short piece of tubing to prevent potential injury from the jagged end of the smoke tube.



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(2)The test operator shall advise the test subject that the smoke can be irritating to the eyes, lungs, and nasal passages and instruct the subject to keep his/her eyes closed while the test is performed.

(3)The test subject shall be allowed to smell a weak concentration of the irritant smoke before the respirator is donned to become familiar with its irritating properties and to determine if he/she can detect the irritating properties of the smoke. The test operator shall carefully direct a small amount of the irritant smoke in the test subject's direction to determine that he/she can detect it.

c. Irritant Smoke Fit Test Procedure

(1)The person being fit tested shall don the respirator without assistance, and perform the required user seal check(s).

(2)The test subject shall be instructed to keep his/her eyes closed.

(3)The test operator shall direct the stream of irritant smoke from the smoke tube toward the face seal area of the test subject, using the low flow pump or the squeeze bulb. The test operator shall begin at least 12 inches from the facepiece and move the smoke stream around the whole perimeter of the mask. The operator shall gradually make two more passes around the perimeter of the mask, moving to within six inches of the respirator.

(4)If the person being tested has not had an involuntary response and/or detected the irritant smoke, proceed with the test exercises.

(5)The exercises identified in Section A # 14 of this appendix shall be performed by the test subject while the respirator seal is being continually challenged by the smoke, directed around the perimeter of the respirator at a distance of six inches.

(6)If the person being fit tested reports detecting the irritant smoke at any time, the test is failed. The person being retested must repeat the entire sensitivity check and fit test procedure.

(7)Each test subject passing the irritant smoke test without evidence of a response (involuntary cough, irritation) shall be given a second sensitivity screening check, with the smoke from the same smoke tube used during the fit test, once the respirator has been removed, to determine whether he/she still reacts to the smoke. Failure to evoke a response shall void the fit test.

(8)If a response is produced during this second sensitivity check, then the fit test is passed.

NOTE: The results of the tests must be documented. Refer to page G-17 of this appendix for documentation form for fit testing results.



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Quantitative Fit Test (QNFT) Protocols

The following quantitative fit testing procedures have been demonstrated to be acceptable: Quantitative fit testing using a non-hazardous test aerosol (such as corn oil, polyethylene glycol 400 [PEG 400], di-2-ethyl hexyl sebacate [DEHS], or sodium chloride) generated in a test chamber, and employing instrumentation to quantify the fit of the respirator; Quantitative fit testing using ambient aerosol as the test agent and appropriate instrumentation (condensation nuclei counter) to quantify the respirator fit; Quantitative fit testing using controlled negative pressure and appropriate instrumentation to measure the volumetric leak rate of a facepiece to quantify the respirator fit.

1. General

- a. The employer shall ensure that persons administering QNFT are able to calibrate equipment and perform tests properly, recognize invalid tests, calculate fit factors properly and ensure that test equipment is in proper working order.
- b. The employer shall ensure that QNFT equipment is kept clean, and is maintained and calibrated according to the manufacturer's instructions so as to operate at the parameters for which it was designed.

2. Generated Aerosol Quantitative Fit Testing Protocol

a. Apparatus

- (1) Instrumentation. Aerosol generation, dilution, and measurement systems using particulates (corn oil, polyethylene glycol 400 [PEG 400], di-2-ethyl hexyl sebacate [DEHS] or sodium chloride) as test aerosols shall be used for quantitative fit testing.
- (2) Test chamber. The test chamber shall be large enough to permit all test subjects to perform freely all required exercises without disturbing the test agent concentration or the measurement apparatus. The test chamber shall be equipped and constructed so that the test agent is effectively isolated from the ambient air, yet uniform in concentration throughout the chamber.
- (3) When testing air-purifying respirators, the normal filter or cartridge element shall be replaced with a high efficiency particulate air (HEPA).
- (4) The sampling instrument shall be selected so that a computer record or strip chart record may be made of the test showing the rise and fall of the test agent concentration with each inspiration and expiration at fit factors of at least 2,000. Integrators or computers that integrate the amount of test agent penetration leakage into the respirator for each exercise may be used provided a record of the readings is made.
- (6) The combination of substitute air-purifying elements, test agent and test agent concentration shall be such that the test subject is not exposed in excess of an established exposure limit



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for the test agent at any time during the testing process, based upon the length of the exposure and the exposure limit duration.

- (6) The sampling port on the test specimen respirator shall be placed and constructed so that no leakage occurs around the port (e.g., where the respirator is probed), a free air flow is allowed into the sampling line at all times, and there is no interference with the fit or performance of the respirator. The in-mask sampling device (probe) shall be designed and used so that the air sample is drawn from the breathing zone of the test subject, midway between the nose and mouth and with the probe extending into the facepiece cavity at least 1/4 inch.
- (7) The test setup shall permit the person administering the test to observe the test subject inside the chamber during the test.
- (8) The equipment generating the test atmosphere shall maintain the concentration of test agent constant to within a 10 percent variation for the duration of the test.
- (9) The time lag (interval between an event and the recording of the event on the strip chart or computer or integrator) shall be kept to a minimum. There shall be a clear association between the occurrence of an event and its being recorded.
- (10) The sampling line tubing for the test chamber atmosphere and for the respirator sampling port shall be of equal diameter and of the same material. The length of the two lines shall be equal.
- (11) The exhaust flow from the test chamber shall pass through an appropriate filter (i.e., high efficiency particulate filter) before release.
- (12) When sodium chloride aerosol is used, the relative humidity inside the test chamber shall not exceed 50 percent.
- (13) The limitations of instrument detection shall be taken into account when determining the fit factor.
- (14) Test respirators shall be maintained in proper working order and be inspected regularly for deficiencies such as cracks or missing valves and gaskets.

b. Procedural Requirements

- (1) When performing the initial user seal check using a positive or negative pressure check, the sampling line shall be crimped closed in order to avoid air pressure leakage during either of these pressure checks.
- (2) The use of an abbreviated screening QLFT test is optional. Such a test may be utilized in order to quickly identify poor fitting respirators that passed the positive and/or negative pressure test and reduce the amount of QNFT time. The use of the CNC QNFT instrument



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in the count mode is another optional method to obtain a quick estimate of fit and eliminate poor fitting respirators before going on to perform a full QNFT.

- (3) A reasonably stable test agent concentration shall be measured in the test chamber prior to testing. For canopy or shower curtain types of test units, the determination of the test agent's stability may be established after the test subject has entered the test environment.
- (4) Immediately after the subject enters the test chamber, the test agent concentration inside the respirator shall be measured to ensure that the peak penetration does not exceed 5 percent for a half mask or 1 percent for a full facepiece respirator.
- (5) A stable test agent concentration shall be obtained prior to the actual start of testing.
- (6) Respirator restraining straps shall not be over-tightened for testing. The straps shall be adjusted by the wearer without assistance from other persons to give a reasonably comfortable fit typical of normal use. The respirator shall not be adjusted once the fit test exercises begin.
- (7) The test shall be terminated whenever any single peak penetration exceeds 5 percent for half masks and 1 percent for full facepiece respirators. The test subject shall be refitted and retested.
- (8) Calculation of fit factors.
 - (i) The fit factor shall be determined for the quantitative fit test by taking the ratio of the average chamber concentration to the concentration measured inside the respirator for each test exercise except the grimace exercise.
 - (ii) The average test chamber concentration shall be calculated as the arithmetic average of the concentration measured before and after each test (i.e., 7 exercises) or the arithmetic average of the concentration measured before and after each exercise or the true average measured continuously during the respirator sample.
 - (iii) The concentration of the challenge agent inside the respirator shall be determined by one of the following methods:
 - Average peak penetration method means the method of determining test agent penetration into the respirator utilizing a strip chart recorder, integrator, or computer. The agent penetration is determined by an average of the peak heights on the graph or by computer integration, for each exercise except the grimace exercise. Integrators or computers that calculate the actual test agent penetration into the respirator for each exercise will also be considered to meet the requirements of the average peak penetration method.
 - Maximum peak penetration method means the method of determining test agent penetration in the respirator as determined by strip chart recordings of the test. The



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highest peak penetration for a given exercise is taken to be representative of average penetration into the respirator for that exercise.

- Integration by calculation of the area under the individual peak for each exercise except the grimace exercise. This includes computerized integration.
- The calculation of the overall fit factor using individual exercise fit factors involves first converting the exercise fit factors to penetration values, determining the average, and then converting that result back to a fit factor. This procedure is described in the following equation:

Where ff_1 , ff_2 , ff_3 , etc. are the fit factors for exercises 1, 2, 3, etc.

(9) The test subject shall not be permitted to wear a half mask or quarter facepiece respirator unless a minimum fit factor of 100 is obtained, or a full facepiece respirator unless a minimum fit factor of 500 is obtained.

(10) Filters used for quantitative fit testing shall be replaced whenever increased breathing resistance is encountered, or when the test agent has altered the integrity of the filter media.

3. Ambient Aerosol Condensation Nuclei Counter (CNC) Quantitative Fit Testing Protocol

The ambient aerosol condensation nuclei counter (CNC) quantitative fit testing

(Portacount™) protocol quantitatively fit tests respirators with the use of a probe. The probed respirator is only used for quantitative fit tests. A probed respirator has a special sampling device, installed on the respirator, that allows the probe to sample the air from inside the mask. A probed respirator is required for each make, style, model, and size that the employer uses and can be obtained from the respirator manufacturer or distributor. The CNC instrument manufacturer, TSI Inc., also provides probe attachments (TSI sampling adapters) that permit fit testing in an employee's own respirator. A minimum fit factor pass level of at least 100 is necessary for a half-mask respirator and a minimum fit factor pass level of at least 500 is required for a full facepiece negative pressure respirator. The entire screening and testing procedure shall be explained to the test subject prior to the conduct of the screening test.

a. Portacount Fit Test Requirements

(1) Check the respirator to make sure the sampling probe and line are properly attached to the facepiece and that the respirator is fitted with a particulate filter capable of preventing significant penetration by the ambient particles used for the fit test (e.g., NIOSH 42 CFR 84 series 100, series 99, or series 95 particulate filter) per manufacturer's instruction.

(2) Instruct the person to be tested to don the respirator for five minutes before the fit test starts. This purges the ambient particles trapped inside the respirator and permits the wearer to



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make certain the respirator is comfortable. This individual shall already have been trained on how to wear the respirator properly.

- (3) Check the following conditions for the adequacy of the respirator fit: Chin properly placed; Adequate strap tension, not overly tightened; Fit across nose bridge; Respirator of proper size to span distance from nose to chin; Tendency of the respirator to slip; Self-observation in a mirror to evaluate fit and respirator position.
- (4) Have the person wearing the respirator do a user seal check. If leakage is detected, determine the cause. If leakage is from a poorly fitting facepiece, try another size of the same model respirator, or another model of respirator.
- (5) Follow the manufacturer's instructions for operating the Portacount and proceed with the test.
- (6) The test subject shall be instructed to perform the exercises in Section A #14 of this appendix.
- (7) After the test exercises, the test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried.

b. Portacount Test Instrument

- (1) The Portacount will automatically stop and calculate the overall fit factor for the entire set of exercises. The overall fit factor is what counts. The Pass or Fail message will indicate whether or not the test was successful. If the test was a Pass, the fit test is over.
- (2) Since the pass or fail criterion of the Portacount is user programmable, the test operator shall ensure that the pass or fail criterion meet the requirements for minimum respirator performance in this Appendix.

NOTE: A record of the test needs to be kept on file, assuming the fit test was successful. The record must contain the test subject's name; overall fit factor; make, model, style, and size of respirator used; and date tested.

4. Controlled Negative Pressure (CNP) Quantitative Fit Testing Protocol

The CNP protocol provides an alternative to aerosol fit test methods. The CNP fit test method technology is based on exhausting air from a temporarily sealed respirator facepiece to generate and then maintain a constant negative pressure inside the facepiece. The rate of air exhaust is controlled so that a constant negative pressure is maintained in the respirator during the fit test. The level of pressure is selected to replicate the mean inspiratory pressure that causes leakage into the respirator under normal use conditions. With pressure held constant, air flow out of the respirator is equal to air flow into the respirator. Therefore, measurement of the exhaust stream that is required to hold the pressure in the temporarily sealed respirator constant yields a direct measure of leakage



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air flow into the respirator. The CNP fit test method measures leak rates through the facepiece as a method for determining the facepiece fit for negative pressure respirators. The CNP instrument manufacturer Dynatech Nevada also provides attachments (sampling manifolds) that replace the filter cartridges to permit fit testing in an employee's own respirator. To perform the test, the test subject closes his or her mouth and holds his/her breath, after which an air pump removes air from the respirator facepiece at a pre-selected constant pressure. The facepiece fit is expressed as the leak rate through the facepiece, expressed as milliliters per minute. The quality and validity of the CNP fit tests are determined by the degree to which the in-mask pressure tracks the test pressure during the system measurement time of approximately five seconds. Instantaneous feedback in the form of a real-time pressure trace of the in-mask pressure is provided and used to determine test validity and quality. A minimum fit factor pass level of 100 is necessary for a half-mask respirator and a minimum fit factor of at least 500 is required for a full facepiece respirator. The entire screening and testing procedure shall be explained to the test subject prior to the conduct of the screening test.

a. CNP Fit Test Requirements

- (1) The instrument shall have a non-adjustable test pressure of 15.0 mm water pressure.
- (2) The CNP system defaults selected for test pressure shall be set at -15 mm of water (-0.58 inches of water) and the modeled inspiratory flow rate shall be 53.8 liters per minute for performing fit tests.

NOTE: CNP systems have built-in capability to conduct fit testing that is specific to unique work rate, mask, and gender situations that might apply in a specific workplace. Use of system default values, which were selected to represent respirator wear with medium cartridge resistance at a low-moderate work rate, will allow inter- test comparison of the respirator fit.)

- (3) The individual who conducts the CNP fit testing shall be thoroughly trained to perform the test.
- (4) The respirator filter or cartridge needs to be replaced with the CNP test manifold. The inhalation valve downstream from the manifold either needs to be temporarily removed or propped open.
- (5) The test subject shall be trained to hold his or her breath for at least 20 seconds.
- (6) The test subject shall don the test respirator without any assistance from the individual who conducts the CNP fit test.
- (7) The QNFT protocol shall be followed according to Section C #1 of this appendix with an exception for the CNP test exercises.

b. CNP Test Exercises



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- (1) Normal breathing. In a normal standing position, without talking, the subject shall breathe normally for 1 minute. After the normal breathing exercise, the subject needs to hold head straight ahead and hold his or her breath for 10 seconds during the test measurement.
- (2) Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply for 1 minute, being careful not to hyperventilate. After the deep breathing exercise, the subject shall hold his or her head straight ahead and hold his or her breath for 10 seconds during test measurement.
- (3) Turning head side to side. Standing in place, the subject shall slowly turn his or her head from side to side between the extreme positions on each side for 1 minute. The head shall be held at each extreme momentarily so the subject can inhale at each side. After the turning head side to side exercise, the subject needs to hold head full left and hold his or her breath for 10 seconds during test measurement. Next, the subject needs to hold head full right and hold his or her breath for 10 seconds during test measurement.
- (4) Moving head up and down. Standing in place, the subject shall slowly move his or her head up and down for 1 minute. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling). After the moving head up and down exercise, the subject shall hold his or her head full up and hold his or her breath for 10 seconds during test measurement. Next, the subject shall hold his or her head full down and hold his or her breath for 10 seconds during test measurement.
- (5) Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song for 1 minute. After the talking exercise, the subject shall hold his or her head straight ahead and hold his or her breath for 10 seconds during the test measurement.
- (6) Grimace. The test subject shall grimace by smiling or frowning for 15 seconds.
- (7) Bending Over. The test subject shall bend at the waist as if he or she were to touch his or her toes for 1 minute. Jogging in place shall be substituted for this exercise in those test environments such as shroud-type QNFT units that prohibit bending at the waist. After the bending over exercise, the subject shall hold his or her head straight ahead and hold his or her breath for 10 seconds during the test measurement.
- (8) Normal Breathing. The test subject shall remove and re-don the respirator within a one-minute period. Then, in a normal standing position, without talking, the subject shall breathe normally for 1 minute. After the normal breathing exercise, the subject shall hold his or her head straight ahead and hold his or her breath for 10 seconds during the test measurement. After the test exercises, the test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of a respirator shall be tried.

c. CNP Test Instrument



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(1) The test instrument shall have an effective audio warning device when the test subject fails to hold his or her breath during the test. The test shall be terminated whenever the test subject failed to hold his or her breath. The test subject may be refitted and retested.

NOTE: A record of the test shall be kept on file, assuming the fit test was successful. The record must contain the test subject's name; overall fit factor; make, model, style and size of respirator used; and date tested.

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QUALITATIVE RESPIRATOR FIT TEST

NAME: _____ TEST DATE: _____

PROJECT#: _____ EMPLOYEE#: _____ SOC. SEC#: _____

TEST PROTOCOL: IRRITANT FUME ISOAMYL ACETATE
 SODIUM SACCHARIN BITREX

Qualitative Fit Testing Protocols shall follow Appendix A to §1910.134: Fit Testing Procedures

RESPIRATOR SELECTION

TEST DATA

RESPIRATOR TYPE: _____

MODEL & APPROVAL #: _____

SIZE:

SM. MED. LG. OSFA*

SENSITIVITY TEST:

PASSED FAILED

*One Size Fits All

E. SMELL/TASTE OF AGENT DETECTED

EXERCISE	DURATION	PASSED	FAILED
NORMAL BREATHING	1 MINUTE		
DEEP BREATHING	1 MINUTE		



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SIDE TO SIDE MOVEMENT	1 MINUTE		
UP AND DOWN MOVEMENT	1 MINUTE		
TALKING (Rainbow Passage)	1 MINUTE		
JOGGING OR TOUCH TOES	1 MINUTE		
NORMAL BREATHING	1 MINUTE		

EMPLOYEE SKILLS DEMONSTRATION:

- Employee demonstrated how to inspect, put on and remove, use, and check the seal on the respirator.

REMARKS:

SIGNATURE OF TESTER: _____

EMPLOYEE SIGNATURE: _____



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APPENDIX H: RESPIRATOR PROGRAM EVALUATION CHECKLIST

Evaluator's Name: _____ Position: _____

Evaluator's Signature: _____ Date: _____

A. Program Administration

_____ (1) Is there a written program which acknowledges employer responsibility for providing a safe and healthful workplace, and assigns program responsibility, accountability, and authority?

_____ (2) Is program responsibility vested in one individual who is knowledgeable and who can coordinate all aspects of the program at the job site?

_____ (3) Can feasible engineering controls or work practices eliminate the need for respirators?

_____ (4) Are there written procedures/statements covering the various aspects of the respirator program, including:

_____ designation of an administrator;

_____ site specific procedures;

_____ respirator selection;

_____ purchase of approved equipment;

_____ medical aspects of respirator usage;

_____ issuance of equipment;

_____ fitting;

_____ training;

_____ maintenance, storage, and repair;

_____ inspection;

_____ use under special conditions; and

_____ work area under surveillance?



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B. Program Operation

(1) Respiratory protective equipment selection

_____ Are work area conditions and worker exposures properly surveyed?

_____ Are respirators selected on the basis of hazards to which the worker is exposed?

_____ Are respirators selected based upon the concentration and contaminant type?

_____ Are selections made by individuals knowledgeable of proper selection procedures?

_____ (2) Are only approved respirators purchased and used; do they provide adequate protection for the specific hazard and concentration of the contaminate?

_____ (3) Has a medical evaluation of the prospective user been made to determine physical and psychological ability to wear the selected respiratory protective equipment?

_____ (4) Where practical, have respirators been issued to the users for their exclusive use, and are there records covering issuance?

_____ (5) Respiratory protective equipment fitting

_____ Are the users given the opportunity to try on several respirators to determine whether the respirator they will subsequently be wearing is the best fitting one?

_____ Are the users fit tested at least on an annual basis using the protocols and procedures in 29 CFR 1910.134?

_____ Are those users who require corrective lenses properly fitted?

_____ Is the facepiece-to-face seal tested in a test atmosphere?

_____ Are workers prohibited from entering contaminated work areas when they have facial hair or other characteristics that prohibit the use of tight-fitting face-pieces?

(6) Respirator use in the work area

_____ Are respirators being worn correctly (i.e., head covering over respirator straps)?

_____ Are respirator users performing a 'user seal check' each time they put on a respirator?



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(7) Maintenance of respiratory protective equipment

Cleaning and Disinfecting

_____ Are respirators cleaned and disinfected after each use when different people use the same device, or as frequently as necessary for devices issued to individual users?

_____ Are proper methods of cleaning and disinfecting utilized?

Storage

_____ Are respirators stored in a manner so as to protect them from dust, sunlight, heat, excessive cold or moisture, or damaging chemicals?

_____ Are respirators stored properly in a storage facility so as to prevent deformation of the facepiece and exhalation valve?

_____ Is storage in lockers and tool boxes permitted only if the respirator is in a carrying case or carton?

Inspection

_____ Are respirators inspected before and after each use and during cleaning?

_____ Are qualified individuals/users instructed in inspection techniques?

_____ Is respiratory protective equipment designated as "emergency use" inspected at least monthly (in addition to checking proper function before and after each use)?

_____ Is a record kept of the inspection of "emergency use" respiratory protective equipment?

Repair

_____ Are replacement parts used in repair those of the manufacturer of the respirator?

_____ Are repairs made by manufacturers or manufacturer-trained individuals?

(8) Special Use Conditions

_____ Is a procedure developed for respiratory protective equipment usage in atmospheres immediately dangerous to life or health?

_____ Is a procedure developed for equipment usage for entry into confined spaces?



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(9) Training

_____ Are users trained in proper respirator use, cleaning, and inspection?

_____ Are users trained in the basis for selection of respirators?

_____ Are users evaluated, using competency-based evaluation, before and after training?

_____ Are users trained on the site specific program?

(10) Compressed Air Quality

_____ Is the air free of dusts, mists, and noxious gases?

_____ Are the sorbent beds and filters maintained and replaced?

_____ Are airline couplings incompatible with other gases?

_____ Is an automatic alarm or shut-off in place to prevent overheating?

_____ Is a carbon monoxide alarm in place, set at 10 ppm, and calibrated on a regular basis?

(11) Fire Brigades

_____ Does the self-contained breathing apparatus (SCBAs) meet the requirements contained in 29 CFR 1910.134, previously certified under 30 CFR Part 11 or new certification under 42 CRR Part 84, and approved by NIOSH?

_____ Are only pressure-demand or other positive-pressure self-contained breathing apparatus shall be worn by fire brigade members performing interior structural fire fighting?

_____ Are respirators maintained for emergency situations inspected at least monthly and in accordance with the manufacturer's recommendations, and checked for proper function before and after each use?

_____ Are the negative pressure self-contained breathing apparatus with a rated service life of more than 2 hours and which have a minimum protection factor of 5,000, as determined by an acceptable quantitative fit test performed on each individual, for use only during those interior structural fire fighting situations for which no long duration breathing apparatus is necessary?

(12) Employee assessment:



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Consult employees, probably one or more from each job classification depending upon the number of respirator users. Any problems identified will be corrected or documented the appropriate action. Complete the following form.



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EMPLOYEE ASSESSMENT

Job Classification: _____

Do the respirator(s) you use fit properly and provide adequate protection from the contaminants in the work environment? _____

Is an appropriate assortment of respiratory protection provided based on the hazards the employees are exposed? _____

Based on the work place conditions, is the proper respiratory protection being provided and used appropriately for the hazards encounter? _____

Are the cleaning, disinfecting, inspection, and storage procedures adequate and being followed? _____

Does the respirator cause difficulty breathing or fatigue during use? _____

Does the respirator interfere with hearing, vision, communication, job performance, or restricts movement? _____

Does wearing the respirator cause discomfort? _____

Does wearing the respirator cause skin irritation? _____

Additional comments _____



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EMPLOYEE ASSESSMENT

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Does the respirator cause difficulty breathing or fatigue during use? _____

Does the respirator interfere with hearing, vision, communication, job performance, or restricts movement? _____

Does wearing the respirator cause discomfort? _____

Does wearing the respirator cause skin irritation? _____

Additional comments _____



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I. JOB START-UP RESPIRATOR PROGRAM CHECKLIST

A. Program Administrator

_____ Designate a program administrator to oversee the program (Project management or safety representative).

_____ Is the program administrator experienced to commensurate the complexity of the respirator program? If not, the program administrator must be trained.

B. Obtain Programs and Standards

_____ Obtain a copy of the current OSHA Respiratory Protection Standard.

_____ Obtain a copy of the current written Respiratory Protection Program.

_____ Obtain a copy of the current Respiratory Protection Training Program.

_____ Obtain copy of any substance-specific standard(s) that apply, e.g., asbestos, benzene, lead.

C. Identify Tasks and Respirator Users

_____ Identify tasks that will require respirator use.

_____ Identify the types of respirators that will be used and the quantity needed.

_____ Identify which employees will be required to wear a respirator

_____ Routine use

_____ Escape only

_____ Emergency use only

_____ Identify where the respirators will be purchased/rented (client's store, vendor)?

_____ Customize the respirator program to be site specific. (Fill in the appropriate information.)

D. Medical Evaluation and Surveillance

_____ Identify a company approved Occupational Doctor through the Corporate Work



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Injury Management.

_____ Identify and Respirator Medical Evaluation Questionnaire (RMEQ) Administrator.

_____ Have the RMEQ Administrator appointed by the Business Unit Manager, approved by the Corporate Medical Director, and sign a Medical Records Confidentiality Statement.

_____ Provide the physician or licensed health care professional with supplemental information form in **Appendix E** of the Respirator Program, a copy of the HSE Respiratory Protection Program, and the medical section of the Respiratory Protection Standard 29 CFR 1910.134.

_____ Provide a Respirator Medical Evaluation Questionnaire (RMEQ) to determine the employees ability to use a respirator, before the employee is fit tested or required to use a respirator in the workplace.

_____ Medical surveillance for substance-specific standard(s).

E. Training

_____ Delegate person(s) responsible for conducting training for the employees.

_____ Train all employees that are required to wear a respirator.

F. Fit Testing

_____ Identify who will be fit testing the employees (our company, client, third party).

_____ Are the new respirator protocols and procedures being followed for fit testing?

G. Maintenance and Care

_____ Identify who will be responsible for cleaning and disinfecting respirators.

_____ Identify contractor or vendor to clean and disinfect respirators if necessary.

_____ Designate a storage areas for routine and emergency respirators.

_____ Identify a qualified person who has received training from the manufacture or can demonstrate they have skills to repair respirators to its original state of effectiveness.



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RMEQ ADMINISTRATOR APPOINTMENT

Due to the change in medical requirements in the new Respiratory Protection Standard 29 CFR 1910.134 and by the Halliburton Medical Director, Respirator Medical Evaluation Questionnaires (RMEQ) will need to be administered on a routine basis. Since we do not have the staffing to process all of these questionnaires in a timely manner, appointing a RMEQ Administrator can speed up the approval process of the questionnaires.

The RMEQ Administrator is an individual that will administer and review the medical questionnaires for respirator users at a designated facility. If an employee needs further medical evaluations, it will be determined by the Physician or other licensed health care professional (PLHCP), Corporate Medical Surveillance Nurse, or site nurse.

1. Business unit manager or designated representative identifies personnel to become an RMEQ Administrator. (If a business unit chooses, the prospective RMEQ Administrator may contact the business unit manager or designated representative.)
2. An email must be sent to the Corporate Medical Surveillance Nurse Linda Alexander by the business unit manager or designated representative requesting that an individual be appointed as an RMEQ Administrator. Must include the individual's name, phone number, email address or mailing address, job site(s) or areas this person will administer and review questionnaires.
3. The Corporate Medical Surveillance Nurse Linda Alexander will email or mail the Medical Records Confidentiality Statement to the prospective RMEQ Administrator.
4. The prospective RMEQ Administrator will read and sign the Medical Records Confidentiality Statement. This will be mailed directly to the Corporate Medical Surveillance Nurse:

LINDA ALEXANDER

4100 Clinton Drive

Bldg. 3, Room 125E

Houston, TX 77020-6299

Linda.Alexander2.Halliburton.com

713-676-5965

5. Corporate Medical Director will approve or disapprove the prospective RMEQ Administrator.
6. The approved RMEQ Administrator will be added to the approved list of RMEQ Administrator.
7. The RMEQ Administrator's Medical Records Confidentiality Statement will be filed and kept at the Corporate Office.

MEDICAL RECORDS CONFIDENTIALITY STATEMENT



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Employee medical records are records concerning the health status of an employee which is made or maintained by a physician, nurse, other health care personnel, technician, or Respirator Medical Evaluation Questionnaire (RMEQ) Administrator, including:

- Medical and employment questionnaires or histories (including job description and occupational exposures),
- The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purposes of establishing a base-line or detecting occupational illness, and all biological monitoring not defined as an "employee exposure record"),
- Medical opinions, diagnoses, progress notes, and recommendations,
- Descriptions of treatments and prescriptions, and
- Employee medical complaints.

I, _____ understand that all medical
(state name)

records are confidential. I am personally responsible for keeping all the medical and personal information confidential and will be held accountable if confidentiality is breached.

Signature

Date



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ADMINISTRATION OF RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE (RMEQ)

1. RMEQ Administrator is appointed, signs a Medical Records Confidentiality Statement, and is approved by the Corporate Medical Director. Refer to the "RMEQ Administrator Appointment" document for more detailed information.
2. The RMEQ shall be administered by a designated RMEQ Administrator. This shall be done on a routine basis and more often if necessary as specified in the Halliburton HSE Respiratory Protection Program.
3. The RMEQ Administrator can obtain a copy of the RMEQ in the Halliburton HSE Respiratory Protection Program in Appendix D or by ordering Form #13234 from the Forms Department at 713-676-3116. Use the revised RMEQ 3/99.
4. The employee is to complete the RMEQ. It should be forwarded directly to the RMEQ Administrator and reviewed.
5. The RMEQ Administrator will ensure that all of the appropriate questions are completed. The RMEQ Administrator will check to see if there are any "yes" answered in the 3rd column of the RMEQ.
6. If there are not any "yes" answers in the 3rd column of the RMEQ, then the employee is medically approved to wear a Halliburton Physical Examination Record (Form # 13214). The forms can be obtained from the Forms Department at 713-676-3116.
7. If there are any "yes" answers, the questionnaires need to be forwarded to the Corporate Medical Staff (if a site nurse is not assessable) or outside Physician or Licensed Health Care Professional (PLHCP). They will further assess the medical condition and possibly require medical tests. Also, they will determine if the employee is medically approved to wear a respirator and if there are any medical restrictions of the employee at this time. Then the RMEQ Administrator will complete the (Fit for Duty form) "Respirator Approval Section" of the Halliburton Physical Examination Record (Form # 13214) if the employee is determined medically approved.

Linda Alexander

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NOTE: Further medical evaluations are required for substance-specific standards.



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A. PURPOSE

This procedure covers the requirements that contractors must follow, as a minimum when handling asbestos-containing materials.

B. REFERENCES

Company and legal requirements are contained in the following:

29 CFR 1926.58 "OSHA Construction Standards" (for asbestos)

40 CFR 61 SUBPART M "National Emissions Standards for Hazardous Air Pollutants-Asbestos"

C. DEFINITIONS

1. ACMs

Asbestos-containing materials. The most common types of asbestos found in industrial settings are chrysotile (white asbestos), amosite (brown asbestos), crocidolite (blue asbestos), tremolite asbestos, anthophyllite asbestos, and actinolite asbestos.

2. Asbestos Contractor

An asbestos abatement firm that has been licensed by the South Carolina Department of Health and Environmental Control (DHEC).

3. Friable Asbestos

Any material that contains more than 1% asbestos by weight and can be crumbled, pulverized or reduced to powder by hand pressure when dry.

4. Permissible Exposure Limit (PEL)

The 8 hour, time-weighted average (TWA) concentration of airborne asbestos fibers to which a worker may be exposed. The PEL for asbestos is 0.2 fibers per cubic centimeter of air.

5. NESHAP Project

A project that entails renovating, demolishing or encapsulating friable or nonfriable ACM that has a high probability of being reduced to a dust or powder, in amounts greater than 260 linear feet or 160 square feet and which requires a written report to be sent to DHEC.

6. Action Level

An airborne concentration of asbestos of 0.1 fibers/cc calculated on an 8 hour, time-weighted average.

7. Regulated Area

An area where exposures to asbestos fibers may exceed the permissible exposure limit.

8. Competent Person



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A person who has been properly trained in the provisions of 40 CFR 61 and has the authority to take prompt corrective action including shutting down the job. Asbestos Contractors shall provide their own "competent" person.

9. Transite

Calcium silicate board which contains bound asbestos fibers that are generally considered nonfriable. Transite is often used for exterior walls, roofs, and some interior walls.

10. High Efficiency Particulate Air (HEPA) Filter

A filter capable of trapping 99.97% of all particles of 0.3 micrometers in diameter or larger.

11. Demolition

The wrecking or removal of any load-supporting structural member and any related razing, removing or stripping of asbestos. Before a structure can be demolished, all ACM must be removed.

12. Renovation

Renovation includes the removal of ACM from equipment and piping for repairs or re-insulation not related to dismantling of equipment.

13. Small-Scale, Short Duration Job

A job that involves maintenance or renovation tasks where the following occurs:

- a. The removal of ACM is not the primary goal of this job (e.g., repairing a leak which entails the removal of asbestos containing insulation on pipes or installing electrical conduit which must be fastened to transite, etc.).
- b. Employee exposures to asbestos can be kept below the action level (0.1 fibers/cc) by using worker isolation techniques, such as glove bags.
- c. The amount of ACM removed is less than 10 square feet or 20 linear feet.

NOTE: A small-scale short duration job excludes a series of small-scale jobs, which if performed at one time would result in a large-scale removal.

D. GENERAL

1. BRS Policy

- a. Only non-asbestos insulation and materials will be installed. Existing insulation, transite, ceiling tile or floor tile that has been identified as ACM and is deteriorating shall be either removed or encapsulated.



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- b. Only certified, registered asbestos contractors shall be used for removing, covering or renovating ACM.
- c. BRS personnel may work on non-friable materials such as gaskets, or in certain situations transite, as long as no asbestos dust is generated.
- d. Spills of ACM must be cleaned up immediately by wetting the material and placing it in plastic bags for disposal as a hazardous waste. A HEPA cartridge respirator, gloves and disposable coveralls must be worn during clean up. If windy conditions exist at the time, goggles should also be worn.

2. Hazards of Asbestos

- a. Asbestos is primarily an inhalation hazard. When asbestos fibers become imbedded in the lungs over time, asbestosis can result. Lung cancer and other lung diseases can develop later, as long as 10 to 30 years after exposure.
- b. Smoking increases the risk of lung cancer in workers who have been exposed to asbestos.

3. Medical Surveillance for Company Employees

- a. Employees who have been exposed to asbestos above the action level for thirty or more days a year are offered asbestos examinations by a Company-authorized physician for the duration of their employment. The HSE Department maintains the list of employees who are eligible to receive these exams.
- b. Employees on this list who leave the Company or who will no longer have any exposure to asbestos, will be offered an asbestos examination if it has been more than 12 months since their last exam. Examinations will be given within 30 days of the employee's retirement, termination or change in work assignment.
- c. The Company shall obtain a written statement from the examining physician that he/she has advised the employee of the increased risk of lung cancer attributable to the combined effect of smoking and asbestos exposure.
- d. Exposure and medical records must be made available to affected employees for examining and copying, or to anyone else with the employee's written consent.
- e. Employee medical records are maintained by the Company for the duration of employment plus 30 years.

4. Facility Inspection and Testing

- a. Prior to demolition or renovation, the facility or equipment must be inspected for asbestos containing materials (both friable and non-friable ACM).
- b. The inspection should be made by an accredited inspector or "competent" person.



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- c. If a material is suspected of containing ACM, a sample should be removed and tested as follows:
 - (1) Place the sample in a small plastic bag which must be sealed and labeled with the date and location where the sample was taken.
 - (2) Give the sample to the HSE Department who will arrange to have it tested by an environmental testing lab.

5. ACM Needing Repair or Removal

Any ACM that is deteriorating and could fall off or disintegrate due to weather or other force must be removed or encapsulated.

E. NOTIFICATION REQUIREMENTS

1. General

- a. Written notification must be submitted to the BRS Corporate HSE Office before the following work can begin:
 - (1) Any demolition project where ACM material is know to be present.
 - (2) A NESHAP Project.
 - (3) A renovation where the amount of ACM to be removed or disturbed is at least 160 sq. ft. or 260 linear feet.
- b. Written notification to Corporate HSE may be required on smaller asbestos jobs on a case by case basis.
- c. Minor projects for which individual notifications are not submitted must be reported to Corporate HSE on a quarterly basis.
- d. The asbestos contractor is responsible for filing all legally required reports for asbestos removal, shipment and disposal and providing a copy to the Company Representative.

2. Initial Notification

Prior to the anticipated start of the job, the Contractor must submit an ASBESTOS REMOVAL NOTIFICATION FORM to Corporate HSE.

- a. The notification must be postmarked or hand-delivered 10 working days prior to any demolition activity.
- b. Documents relating to asbestos activity cannot be faxed.



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- c. The Corporate HSE office must be notified by telephone when the asbestos removal phase of the project is to begin.

F. COMPANY REPRESENTATIVE'S RESPONSIBILITIES

1. Prior to Start of Project

- a. Ensure that the facility or equipment has been inspected to determine the amount, if any, of ACM present.
- b. Indicate to the Contractor when asbestos exposure could be associated with the project.
- c. Reach agreement with the Contractor whether the job meets the criteria for a small scale, short duration job exemption or whether a regulated area with all its restrictions will be required.
- d. Determine whether the Contractor has sufficient results from previous asbestos exposure monitoring during similar jobs. If not, the workers' exposures will have to be treated as if they exceed the PEL. A regulated area must be established and daily exposure monitoring will be required.

2. During the Project

- a. Ensure the contractor has a "competent" person on-site, when it is required, who is capable of performing or supervising the duties listed in 29 CFR 1926.58 (e) (6) (ii).
- b. Audit the contractor's work to ensure compliance with applicable regulations. The audit is particularly important if this is the Contractor's first ACM removal job for BRS.
- c. If the Contractor is found not to be complying with the asbestos standards, work should be stopped until the situation is remedied.

3. Disposal of ACM

The Company Representative shall make sure the ACM waste is disposed of at an approved disposal site.

G. ASBESTOS CONTRACTOR'S RESPONSIBILITIES

1. Regulatory Compliance

The Asbestos Contractor shall do the following:

- a. Comply with all applicable federal and state asbestos regulations. The key requirements are contained in the following:

(1) OSHA Construction Standard for Asbestos 29 CFR 1926.58.



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(2) EPA - National Emission Standards for Hazardous Air Pollutants—Asbestos (NESHAPS) 40 CFR 61 Subpart M.

- b. Furnish proof of license, registration, certifications, permits, insurance, bonds, etc., which are required by BRS.
- c. Provide a properly trained "competent" person when required. This person must remain at the job site whenever asbestos work is being performed if exposures to workers can exceed the PEL. The "competent" person must be able to do the following:
 - (1) Conduct or supervise asbestos monitoring and to ensure engineering controls are functioning properly.
 - (2) Have the authority to take prompt corrective action including shutting down the job.
- d. Have a foreman on-site during a NESHAP Project who understands applicable federal and state asbestos regulations. The foreman and the "competent" person may be the same person.
- e. Be responsible for reporting his/her asbestos-related work to the responsible government agencies as required.

2. Exposure Monitoring Results

The Asbestos Contractor must make the results from previous exposure monitoring of a similar type job available for review by the Company Representative when requested.

3. Medical Surveillance

The Asbestos Contractor is required to provide asbestos examinations for his/her workers who handle ACMs.

4. Notifying Workers

Before starting an ACM removal job, all workers in the area must be advised that ACM removal will be taking place and the area should be avoided. If ACM is to be removed anywhere in an office, all personnel must be advised beforehand.

5. Work Practices

The Contractor must ensure his/her workers follow the procedures for removing ACM and that exposure monitoring is conducted as required and agreed to by the Company Representative.

H. ASBESTOS WORK PRACTICES

1. Regulated Area



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- a. The Asbestos Contractor must establish a regulated area wherever exposures to asbestos are likely to exceed the PEL. Access to this regulated area must be restricted by asbestos warning tape and warning signs.
- b. Special work procedures, protective work clothing and respirators with HEPA filters are required in restricted areas. Eating, drinking, smoking and chewing gum or tobacco are prohibited inside the regulated area.
- c. Only authorized personnel may enter the regulated area. They must wear an approved respirator and the proper protective equipment.

2. Hygiene Facilities and Practices

- a. On large jobs the Contractor shall provide clean change areas for the workers who are required to work in a regulated area. Contaminated clothing must be removed and tools and other equipment decontaminated before they are removed from the regulated area.
- b. Workers involved in small-scale, short duration jobs can clean their work clothing using a HEPA vacuum before leaving the regulated area in lieu of using a change room, then change and shower elsewhere.

3. Negative Pressure Enclosure

Where exposures to nearby workers not involved in removal of the ACM can exceed the PEL, the Contractor must encapsulate the job in a negative pressure enclosure whenever it is feasible to keep ACM from blowing or falling into other work areas.

4. Respiratory Protection

Half-mask cartridge respirators with HEPA filters are required. Disposable dust masks are not permitted. All contractor workers must have medical clearance to wear respirators and must have been fit-tested and trained semi-annually in their use.

5. Exposure Monitoring

- a. The Asbestos Contractor must conduct worker exposure monitoring unless he/she has sufficient results of monitoring from similar jobs that were done within the last six months which are satisfactory to the Company.
- b. A regulated area must be monitored before removal starts, while removal is taking place and after it has been completed and the area cleaned up. The regulated area enclosure cannot be removed until test results indicate asbestos levels are below 0.2 fibers/cc.
- c. Results of all exposure monitoring shall be maintained by the Contractor and provided to a Company Representative on request.



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6. Removal Procedure

- a. Uncovered ACM must be kept wet with water or an encapsulating type spray at the start of the removal process and while it is being removed.
- b. ACM removal should be avoided during high wind conditions. If work cannot be avoided, enclosures should be used to contain the ACM and isolate it from the wind.
- c. All edges on remaining insulation shall be sealed at the end of each day while the job progresses and when the job is complete.

7. Glove Bags

Small-scale, short duration jobs (as defined in Section 3.13) can be done using glove bags which will contain the ACM and reduce worker exposure. When glove bags are used the following are not required:

- a. A negative pressure enclosure.
- b. A "competent" person on the job.
- c. Exposure monitoring.

8. Handling Transite

Routine handling of transite does not require special precautions because it is considered non-friable. If transite must be drilled, sawed, cut or sanded and it cannot be kept wet, the job needs to be done as an asbestos job and all the requirements for handling ACM shall apply.

9. Housekeeping

The following housekeeping requirements must be followed to control dust and minimize personnel exposure.

- a. All surfaces must be kept as free as possible of asbestos dust and waste.
- b. Plastic sheeting should be placed on gravel, dirt or carpeting below an ACM removal job to facilitate cleanup.
- c. All spills of ACM must be cleaned up as soon as possible. Sweeping should not be allowed unless the material is wetted.
- d. When vacuuming, vacuums equipped with HEPA filters must be used so the ACM can be handled without generating dust.
- e. Compressed air must never be used for cleaning up an asbestos spill.



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- f. Under no circumstances should ACM waste or water containing ACM be washed into a drain.

10. Disposal and Transportation of ACM

- a. ACM waste, including used asbestos gaskets, must be kept wet and immediately collected and placed in plastic bags that are at least 6 mils thick. Bags must be labeled with an asbestos warning label (see attachment).
- b. All containers or bags of ACM must be labeled with the name and the address of the generator.
- c. Transportation and disposal of ACM shall be coordinated by the Asbestos Contractor. ACM must be sent to a Chevron selected disposal site.
- d. An Asbestos Disposal Manifest supplied by the disposal contractor must accompany each waste shipment.



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A. SECTION I.

1. Purpose and distribution

This document is the written compliance program for construction activities performed by the Company at this project worksite, which may involve employee exposure to lead in excess of the OSHA P.E.L. It has been prepared in accordance with the OSHA standard titled *Occupational Exposure to Lead in Construction*.

This *Written Program* must be furnished upon request for examination and copying to affected employees and their designated representatives, and to representatives of OSHA and NIOSH.

This document must be revised and updated at least every six months to reflect the current status of the program.

B. SECTION II.

1. Competent Person Designation

- a. At least one individual per job site must be designated as a "competent person" as defined in the standard. These individuals:
 - (1) Must frequently and regularly inspect job sites, materials, and equipment; and
 - (2) Must be capable of identifying existing and predictable lead hazards in the surroundings or working conditions; and
 - (3) Must have the authorization to take prompt corrective measures to eliminate existing and predictable lead hazards in the surroundings or working conditions.

The Competent Person(s) for this Job Site are:

	Full Name	Job Title	Work Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____



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C. SECTION III.

1. Interim Exposure Controls

a. Interim Controls

Interim Exposure Controls (see Table 1, next page) are used pending the completion of Halliburton's Lead Exposure Control Assessment program (see below). Specific exposure controls are described for each construction task in the following Tab Sections.

b. Lead Exposure Assessment Program

Halliburton's Lead Exposure Assessment Program is designed to provide employee lead exposure data for construction tasks. This program involves collection of task-specific, full-shift exposure monitoring began in June 1993, and will continue to until sufficient data are gathered for each construction task. Exposure monitoring conducted during the 12-month period prior to June 1993 will also be used for this purpose.

The program is being conducted under the direction of Certified Industrial Hygienists in the Halliburton Shared Services, HSE Houston Texas.

When sufficient exposure data are available for the various tasks described in the corresponding Tab Sections. Exposure controls for the task will be changed as appropriate.

The Lead Exposure Control Assessment program is a process for continuous improvement. When sufficient exposure data are available for the various tasks described in the following Tab sections.

Additional and more specific information related to exposure controls at this project are located in Section IV of this *Written Compliance Program*. Related information for specific operations is in the binder at the end of each Tab section.

TABLE 1. INTERIM EXPOSURE CONTROLS

Task-specific, minimum protective equipment for employees during the "Exposure Assessment" period.

T A S K	UNLESS YOU HAVE DOCUMENTED EVIDENCE [AS REQUIRED BY PARAGRAPH (d)], THAT EMPLOYEE EXPOSURES ARE BELOW THE ACTION LEVEL (30 ug/M3, 8-hr TWA), THE EMPLOYER MUST PROVIDE THE FOLLOWING EXPOSURE CONTROLS DURING THE "EXPOSURE ASSESSMENT" PERIOD		... OR, UNTIL The employer performs an employee exposure assessment as required in (d), and determines and documents that actual that actual employee exposures don't exceed
	MINIMUM RESPIRATORY PROTECTION REQUIRED	OTHER CONTROLS (REQUIRED FOR ALL TASKS)	
<ul style="list-style-type: none"> o Manual demolition, where lead-containing coatings or paint are present. o Scraping, sanding, and heat gun applications, where lead-containing coatings or paint are present. o Cleaning with power tools having a dust collection system, where lead-containing coatings or paint are present. o Spray painting with lead-containing paint. 	<p>Half-face, air-purifying respirator with HEPA filters (full face mask if eye or skin irritation develops)</p> <p>-- o r --</p> <p>Half-face, supplied-air respirator (demand mode)</p> <p>-- o r --</p> <p>Powered, air-purifying respirator, if employee chooses PAPR over other allowed types</p>	<ul style="list-style-type: none"> o Personal Protective Clothing and Equipment in accordance with paragraph (g): <p>Coveralls, or similar full-body work clothing</p> <p>Gloves, hats, and shoes or disposable shoe coverlets</p> <p>Face shields, vented goggles, or other appropriate protective clothing which complies with 29 CFR 1910.133</p>	50 ug/M3
<ul style="list-style-type: none"> o Using lead-containing mortar. o Lead burning o Rivet busting, where lead-containing coatings or paint are present. o Cleaning with power tools NOT having a dust collection system, where lead-containing coatings or paint are present. o Clean up of expended dry abrasive blasting materials used on structures with lead-containing coatings or paint. o Moving or removing abrasive blasting enclosures, where lead-containing coatings or paint are blasted. 	<p>Full-face, air-purifying respirator, with HEPA filters</p> <p>-- o r --</p> <p>Tight-fitting PAPR with HEPA filters</p> <p>-- o r --</p> <p>Full-face, supplied-air respirator (demand mode)</p> <p>-- o r --</p> <p>Half-face or full-face, supplied-air respirator (continuous flow mode)</p> <p>-- o r --</p> <p>Full-face SCBA (demand mode)</p>	<p>Any other protective equipment and work clothing required to prevent contamination of the employee and the employee's garments.</p> <ul style="list-style-type: none"> o Clean Change Areas, in accordance with paragraph (i)(2): <p>Separate storage facilities for work and street clothing and equipment.</p> <ul style="list-style-type: none"> o Hand Washing Facilities, in accordance with paragraph (i)(5) and 29 CFR 1926.51(f) o Blood Tests, in accordance with paragraph (j)(1)(i): o Employee Training: 	500 ug/M3
<ul style="list-style-type: none"> o Abrasive blasting on structures with lead-containing coatings or paint. o Welding, cutting, or torch burning on structures with lead-containing coatings or paint 	<p>Half-face or full-face, supplied-air respirator (pressure demand or other positive-pressure mode)</p>	<p>Hazard Communication for lead.</p> <p>Purpose, proper selection, fitting, use, and limitations of respirators.</p>	2,500 ug/M3
<ul style="list-style-type: none"> o Any other task the employer believes may expose employees to lead in excess of 50 ug/M3, but exposures are unknown. 	<p>Full-face SCBA, operated in pressure demand or other positive-pressure mode.</p>	<p>Safety training and education, in accordance with 29 CFR 1926.21</p>	50 ug/M3

TABLE 2. ACTIVITIES REQUIRED FOLLOWING EXPOSURE ASSESSMENTS.

EXPOSURE GROUP	ADDITIONAL EXPOSURE DETERMINATIONS REQUIRED	FREQUENCY OF FURTHER EXPOSURE DETERMINATIONS	EMPLOYEE EXPOSURE NOTIFICATIONS	OTHER REQUIREMENTS
<p>EXPOSURE GROUP 1</p> <p>Exposures Less than the Action Level: 30 ug/M3, 8-hour TWA</p>	<p>Additional exposure assessments must be made whenever there has been a change of equipment, process, control, or personnel, or a new task has been initiated that may result in additional employees being exposed at or above the action level, or may result in employees already exposed at or above the action level being exposed at or above the PEL.</p>	<p>Whenever changes described at left occur.</p>	<p>Required within 5 working days after the completion of the exposure determination.</p>	<ul style="list-style-type: none"> o A written record of the initial negative determination [paragraph (d)(5)]. o Respirators by request [para. (f)(1)(iii)]. o Housekeeping [paragraph (h)]. o Hand washing facilities [paragraph (i)(5)]. o Employee training [paragraph (l)]. o Recordkeeping [paragraph (n)]. o Observation of monitoring [paragraph (o)].
<p>EXPOSURE GROUP 2</p> <p>Exposures at or above the Action Level, But less than The PEL: 30 to 49 ug/M3, 8-hour TWA</p>	<p>Additional exposure assessments must be made that are representative of the exposure of each employee in the workplace who is exposed to lead.</p> <p>Additional exposure assessments must be made whenever there has been a change of equipment, process, control, or personnel, or a new task has been initiated that may result in additional employees being exposed at or above the action level, or may result in employees already exposed at or above the action level being exposed at or above the PEL.</p>	<p>At least every 6 months, until at least two consecutive measurements, taken at least 7 days apart, are below the AL.</p> <p>Whenever changes described at left occur.</p>	<p>Required within 5 working days after the completion of the exposure determination.</p>	<ul style="list-style-type: none"> o Respirators by request [para. (f)(1)(iii)]. o Housekeeping [paragraph (h)]. o Hand washing facilities [paragraph (i)(5)]. o Medical Surveillance [paragraph (j)]. o Medical Removal Protection [paragraph (k)]. o Employee training [paragraph (l)]. o Recordkeeping [paragraph (n)]. o Observation of monitoring [paragraph (o)].

TABLE 2. ACTIVITIES REQUIRED FOLLOWING EXPOSURE ASSESSMENTS. (cont.)

EXPOSURE GROUP	ADDITIONAL EXPOSURE DETERMINATIONS REQUIRED	FREQUENCY OF FURTHER EXPOSURE DETERMINATIONS	EMPLOYEE EXPOSURE NOTIFICATIONS	OTHER REQUIREMENTS
<p>EXPOSURE GROUP 3</p> <p>Exposures at or above the OSHA PEL: 50 ug/M3 or above, 8-hour TWA</p>	<p>Additional exposure assessments must be made that are representative of the exposure of each employee in the workplace who is exposed to lead.</p> <p>Additional exposure assessments must be made whenever there has been a change of equipment, process, control, or personnel, or a new task has been initiated that may result in additional employees being exposed at or above the action level, or may result in employees already exposed at or above the action level being exposed at or above the PEL.</p>	<p>At least every 3 months, until at least two consecutive measurements, taken at least 7 days apart, are below the AL.</p> <p>Whenever changes described at left occur.</p>	<p>Required within 5 working days after completion of the exposure determination. The notification must include a statement that the employee's exposure was at or above the PEL, and a description of the corrective action taken, or to be taken, to reduce exposures below the PEL.</p>	<ul style="list-style-type: none"> o Engineering Controls [paragraph (e)(1)]. o Administrative Controls [paragraph (e)(4)]. o Written Compliance Program [para. (e)(2)]. o Respiratory Protection [paragraph (f)]. o Personal Protective Equipment [para. (g)]. o Housekeeping [paragraph (h)]. o Clean Change Areas [paragraph (i)(2)]. o Showers [paragraph (i)(3)]. o Eating Facilities [paragraph (i)(4)]. o Hand washing Facilities [paragraph (i)(5)]. o Medical Surveillance [paragraph (j)]. o Medical Removal Protection [paragraph (k)]. o Employee training [paragraph (l)]. o Warning Signs [paragraph (m)]. o Recordkeeping [paragraph (n)]. o Observation of monitoring [paragraph (o)].



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Part E – Permit Required Confined Space

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A. PURPOSE

To establish a comprehensive system that protects employees from a wide variety of potential hazards while working in confined spaces.

B. AFFECTS

All confined spaces and all employees who may authorize entry, supervise, or monitor entrants and associated conditions, or enter into confined spaces.

C. GENERAL

1. A secondary function of the system is to formulate plans for emergency rescues of employees from various confined spaces in the event they would experience health problems that would prohibit unassisted egress from the confined space.
2. The policies, procedures, responsibilities, and other information included in this document were compiled as general guidelines from which project management personnel, in conjunction with the client's detailed procedures, must develop a site-specific program.
3. The written program shall be available for inspection by employees.
4. Client Procedures and Permits
 - a. When client-owned confined spaces are to be entered, client procedures can be followed and permits obtained if the client procedures provide employee protection equal to or greater than this procedure.

D. DEFINITIONS

1. ACCEPTABLE ENTRY CONDITIONS - The conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.
2. ATTENDANT - An individual stationed outside the permit space who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.
3. AUTHORIZED ENTRANT - An employee who is authorized by the employer to enter a permit space.
4. BLANKING or BLINDING - The absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
5. CONFINED SPACE - A space that:



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- a. Is large enough and so configured that an employee can bodily enter and perform assigned work, and
 - b. has limited or restricted means for entry or exit (e.g., tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry), and
 - c. is not designed for continuous employee occupancy.
6. **DOUBLE BLOCK AND BLEED** - The closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
 7. **EMERGENCY** - Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.
 8. **ENGULFMENT** - The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.
 9. **ENTRY** - The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuring work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.
 10. **ENTRY PERMIT** - The written or printed document (refer to as "PERMIT") that is provided by the employer to allow and control entry into a permit space and that contains the information in the Permit System portion of this procedure (refer to Paragraph D.23).
 11. **ENTRY SUPERVISOR** - The person (such as the employer, supervisor, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry.

NOTE:

- a. An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this procedure for each role he or she fills.
 - b. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation providing that person has adequate training.
12. **HAZARDOUS ATMOSPHERE** - An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (i.e., escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
 - a. Flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL).



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- b. Airborne combustible dust at a concentration that meets or exceeds its LFL [Note: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less].
 - c. Atmospheric oxygen concentration below 19.5% or above 23.5%.
 - d. Atmospheric concentration of any substance for which a dose or a permissible exposure limit published in G: Hazardous Control Measures, or in CFR-1910, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit. [Note: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision].
 - e. Any other atmospheric condition that is immediately dangerous to life or health. [Note: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard 1910.1200 of this part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions].
13. **HOT WORK PERMIT** - The employer's written authorization to perform operations (e.g., riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.
14. **IMMEDIATELY DANGEROUS TO LIFE AND HEALTH (IDLH)** - Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space. [Note: Some materials (hydrogen fluoride gas and cadmium vapor, for example) may produce immediate transient effects or that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life and health].
15. **INERTING** - The displacement of the atmosphere in a permit space by a non combustible gas (such as nitrogen) to such an extent that the resulting atmosphere is non combustible. [Note: This procedure produces an IDLH oxygen-deficient atmosphere].
16. **ISOLATION** - The process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.
17. **LINE BREAKING** - The intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.



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18. **NON-PERMIT CONFINED SPACE** - A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
19. **OXYGEN DEFICIENT ATMOSPHERE** - An atmosphere containing less than 19.5% oxygen by volume.
20. **OXYGEN ENRICHED ATMOSPHERE** - An atmosphere containing more than 23.5% oxygen by volume.
21. **PERMIT-REQUIRED CONFINED SPACE (PERMIT SPACE)** - A confined space that has one or more of the following characteristics:
 - a. Contains or has a potential to contain a hazardous atmosphere.
 - b. Contains a material that has the potential for engulfing an entrant.
 - c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.
 - d. Contains any other recognized serious safety or health hazard.
22. **PERMIT-REQUIRED CONFINED SPACE PROGRAM** - The employer's overall program for controlling, and where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
23. **PERMIT SYSTEM** - The employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.
24. **PROHIBITED CONDITION** - Any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
25. **RESCUE SERVICE** - The personnel designated to rescue employees from permit spaces.
26. **RETRIEVAL SYSTEM** - The equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
27. **TESTING** - The process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space. [Note: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry].



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E. GAS TESTS

Prior to entry, the atmosphere of a confined space must be tested and meet the following minimum requirements.

1. Flammable Vapors

Less than 10% of the lower flammable limit.

NOTE: Where hot work is to be performed, the confined space must be clear of flammable vapors.

2. Oxygen Content

At least 19.5% by volume oxygen content required.

NOTE: Oxygen content above 21% is abnormal and should be investigated as it could create an explosion hazard.

3. Toxic Materials or Gases

Can be generated by products or chemicals contained in operating vessels or from preservative coatings when they are heated. When toxic vapors are identified, their levels shall be checked to ensure they are below permissible exposure limits prior to entry.

F. HAZARD RECOGNITION

The work place shall be evaluated to identify all confined spaces.

1. A Confined Space is a location that:

- a. Is large enough and so configured that an employee can bodily enter and perform assigned work, and
- b. Is not designed for continuous employee occupancy, and
- c. Has limited or restricted means of entry or exit (e.g., tanks, vessels, silos, storage bins, vaults, hoppers, and pits are spaces that may have limited means of entry).

2. A Permit-Required Confined Space is a confined space that has one or more of the following characteristics:

- a. Contains or has a potential to contain a hazardous atmosphere, and/or
- b. Contains a material that has the potential for engulfing an entrant, and/or



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- c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section, and/or
 - d. Contains any other recognized serious safety or health hazard.
3. A Non-Permit Confined Space is a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
- a. Brown & Root Services (BRS)/Client shall document the basis for determining that all hazards in a confined space have been eliminated, through a certification that contains the date, the location of the space, and the signature of the person making the determination.
 - (1) Inspection data supporting that there is no hazard.
 - (2) Monitoring data demonstrating that continuous forced air ventilation alone is sufficient to maintain the confined space safe for entry.
 - b. The certification shall be made available to each employee entering the space.
 - c. When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, the certification shall be voided and BRS/Client shall reevaluate that confined space.

G. HAZARD CONTROL MEASURES

1. COMPREHENSIVE PROGRAM FOR THE PROJECT SITE.

BRS/Client shall inform employees that the workplace contains confined spaces and that confined space entry is allowed only through compliance with a written confined space program that meets or exceeds the minimum OSHA requirements for:

- a. Permit-required confined spaces (refer to Paragraph K).
- b. Non-permit confined spaces, (refer to Paragraph L), if applicable.

2. SPECIFIC INFORMATION FOR A SPECIFIC CONFINED SPACE.

Whenever personnel must enter a specific permit-required confined space:

- a. BRS/Client shall:

- (1) Apprise the Entry Supervisor of the elements, including the hazards identified and the BRS/Client experience with the space, that make the space in question a confined space.



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- (2) Apprise the Entry Supervisor of any precautions or procedures that the BRS/Client has implemented for the protection of employees in or near confined spaces where personnel will be working.
- (3) Coordinate entry operations with the Entry Supervisor, when both BRS personnel and client and/or other contractor personnel (where contract allows) will be working in or near permit spaces.
- (4) Debrief the Entry Supervisor and/or other BRS personnel at the conclusion of the entry operations regarding the confined space program followed, and regarding any hazards confronted or created in the confined space during the entry operations.

b. The Entry Supervisor shall:

- (1) Obtain any available information regarding confined space hazards and entry operations from the client.
- (2) Coordinate entry operations with the client, when both BRS personnel and client and/or other contractor personnel will be working in or near permit spaces.
- (3) Inform the client of the Confined Space Program that BRS will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

3. WARNING SIGNS

If permanent danger signs have not been posted by the client, the Entry Supervisor shall ensure that an appropriate warning sign has been located near all entrances into a confined space prior to (and during) personnel entry, and throughout confined space operations while normally closed entrances are open.

a. The recommended wording for the warning signs is:

DANGER

PERMIT-REQUIRED CONFINED SPACE

AUTHORIZED PERSONNEL ONLY

b. The size of the warning signs is recommended to be twelve inches in height and eighteen inches in width (12"x 18") to eighteen inches in height to twenty-four inches in width (18"x 24").



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H. PERMIT SYSTEM

1. Implementation of all predetermined hazard control measures that were developed for safe entry operations within a particular permit-required confined space shall be verified and documented on an "Entry Permit" (refer to Paragraph Q) form prior to the formal authorization for personnel to enter the confined space by the Entry Supervisor.
2. The completed permit shall be made available at the time of entry to all authorized entrants, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
3. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit, or any shorter period of time as specified by the client/BRS or its procedures.
4. The Entry Supervisor shall terminate entry and cancel the permit when entry operations covered by the entry permit have been completed, or when a condition that is not allowed under the entry permit arises in or near the confined space.
5. Project management shall retain a copy of each canceled entry permit in one central file for at least one year to facilitate the review of the permit-required confined space program.
 - a. Any problem encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.
 - b. Site-specific Confined Space Programs shall specify by name the members of the program's review committee and the frequency that the committee meets.
 - c. Formal minutes of all committee meetings shall be documented and include:
 - (1) Date of the meeting.
 - (2) Attendees.
 - (3) Identified problems and resolutions.
 - (4) Follow-up meetings shall be conducted until all identified problems have been resolved satisfactorily.

I. TRAINING

1. The employee orientation training provided to each employee upon initial assignment to a project site shall include sufficient instruction to prevent unauthorized entry into a confined space.
2. A formal classroom training session shall be successfully completed by employees prior to initial assignment as an Entrant, and/or Entry Supervisor for confined space operations.



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- a. Training content shall include site-specific, written Confined Space Program, and general duties of Entrants, Attendants, and/or Entry Supervisor (refer to Paragraphs M, N, and O, respectively).
- b. Refresher training shall be completed on an annual basis.
3. The training shall establish employee proficiency in their required duties and shall introduce new or revised procedures, as necessary.
4. Each training session shall be properly documented.

J. SEWER SYSTEM ENTRY

1. Sewer entry differs in three vital respects from other permit entries.
 - a. There rarely exists any way to completely isolate the space (a section of a continuous system) to be entered.
 - b. Because isolation is not complete, the atmosphere may suddenly and unpredictably become lethally hazardous (toxic, flammable or explosive) from causes beyond the control of the entrant or employer.
 - c. Experienced sewer workers are especially knowledgeable in entry and work in their permit spaces because of their frequent entries.
2. Adherence to procedure

Management shall designate as entrants only employees who are thoroughly trained in the BRS Sewer Entry procedures and who demonstrate that they follow these entry procedures exactly as prescribed when performing sewer entries.

3. Atmospheric monitoring
 - a. Entrants shall be trained in the use of, and be equipped with, atmospheric monitoring equipment which sounds an audible alarm, in addition to its visual readout, whenever one of the following conditions is encountered: **oxygen concentration less than 19.5 percent; flammable gas or vapor 10 percent or more of the lower flammable limit (LFL); or hydrogen sulfide or carbon monoxide at or above their PEL (10 ppm or 50 ppm, respectively); or, if a broad range sensor device is used, at 100 ppm as characterized by its response to toluene.**
 - b. Normally, the oxygen sensor/broad range sensor instrument is best suited for sewer entry. However, substance specific devices should be used whenever actual contaminants have been identified. The instrument should be carried and used by the entrant in sewer line work to monitor the atmosphere in the entrant's environment, and in advance of the entrants' direction of movement, to warn the entrant of any deterioration in atmospheric conditions. Where several



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entrants are working together in the same immediate location, one instrument, used by the lead entrant, is acceptable.

4. Surge flow and flooding

Management should develop and maintain liaison, to the extent possible, with the local weather bureau and fire and emergency services in their area or on their project site so that sewer work may be delayed or interrupted and entrants withdrawn whenever sewer lines might be suddenly flooded by rain or fire suppression activities, or whenever flammable or other hazardous materials are released into sewers during emergencies or spills.

5. Special Equipment

Entry into large bore sewers may require the use of special equipment, such as self-contained breathing apparatus (SCBA), or atmosphere supplying respirator equipment with at least a 30-minute auxiliary air supply.

K. MANDATORY ASPECTS OF A PERMIT-REQUIRED CONFINED SPACES PROGRAM

1. Implement the measures necessary to prevent unauthorized entry.
2. Identify and evaluate the hazards of permit spaces before employees enter them.
3. Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to, the following:
 - a. Specifying acceptable entry conditions;
 - b. Isolating the permit space;
 - c. Purging, inerting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards;
 - d. Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards; and
 - e. Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.
4. Provide the following equipment, maintain it properly and ensure that employees use it properly:
 - a. Testing and monitoring equipment needed to evaluate confined space conditions (see Step K.5 below);
 - b. Ventilating equipment needed to obtain acceptable entry conditions;



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- c. Communications equipment necessary to enable the attendant to monitor entrant(s) status and to alert the entrant(s) of the need to evacuate the space when required;
 - d. Personal protective equipment insofar as feasible engineering and work practice controls do not adequately protect employees;
 - e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
 - f. Pedestrian, vehicle, or other barriers and shields to protect the entrant(s) from external hazards;
 - g. Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;
 - h. Rescue and emergency equipment needed to rescue entrants from confined spaces and provide necessary services to rescued employees, except to the extent that the equipment is provided by rescue services; and
 - i. Any other equipment necessary for safe entry into and rescue from permit spaces.
5. Evaluate permit space conditions as follows when entry operations are conducted:
- a. Test conditions in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin, except that, if isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized and, if entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working;
 - b. Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations; and
 - c. When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.
6. Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations; [Note: Attendants may be assigned to monitor more than one permit space provided the duties described in Paragraph N can be effectively performed for each permit space that is monitored. Likewise, attendants may be stationed at any location outside the permit space to be monitored as long as the duties described in Paragraph N can be effectively performed for each permit space that is monitored].
7. If multiple spaces are to be monitored by a single attendant, include in the permit program the means and procedures to enable the attendant to respond to an emergency affecting one or more of the permit spaces being monitored without distraction from the attendant's responsibilities under Step K.5 above.



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8. Designate the persons who may be entrants, attendants, entry supervisors, or persons who test or monitor the atmosphere in a permit space in entry operations, identify the duties of each such employee, and provide each such employee with the training required in Paragraph I, Training.
9. Develop and implement procedures for summoning rescue and emergency services, for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel from attempting a rescue.
10. Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits as required by this section procedure.
11. Develop and implement procedures to coordinate entry operations when employees of more than one employer are working simultaneously as authorized entrants in a permit space, so that employees of one employer do not endanger the employees of any other employer.
12. Develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after entry operations have been completed.
13. Review entry operations when the employer has reason to believe that the measures taken under the permit space program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized; and [Note: Examples of circumstances requiring the review of the permit-required confined space program are: any unauthorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program].
14. Review the permit-required confined space program, using the canceled permits retained for at least one year after each entry and revise the program as necessary, to ensure that employees participating in entry operations are protected from permit space hazards. [Note: Employers may perform a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review is necessary.

L. REQUIREMENTS TO ENTER NON-PERMIT CONFINED SPACES

1. Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
2. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
3. Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct reading instrument, for the following conditions in the order given:
 - a. Oxygen content,



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- b. Flammable gases and vapors, and
- c. Potential toxic air contaminants.

There may be no hazardous atmosphere within the space whenever any employee is inside the space.

4. Continuous forced air ventilation shall be used, as follows:
 - a. An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
 - b. The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space.
 - c. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
5. The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
6. If a hazardous atmosphere is detected during entry:
 - a. Each employee shall leave the space immediately;
 - b. The space shall be evaluated to determine how the hazardous atmosphere developed; and
 - c. Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.
7. The employer shall verify that the space is safe for entry and that the above measures have been taken through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made before entry and shall be made available to each employee entering the space.

M. DUTIES OF AUTHORIZED ENTRANTS

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
2. Properly use the pertinent equipment (refer to Paragraph K.4).
3. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space immediately under any of the following conditions:



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- a. If the attendant detects a prohibited condition,
 - b. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant,
 - c. If the attendant detects a situation outside the space that could endanger the authorized entrants, or
 - d. If the attendant cannot effectively and safely perform all the required duties
(refer to Paragraph N).
4. Alert the attendant whenever:
- a. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
 - b. The entrant detects a prohibited condition.
5. Exit from the permit space as quickly as possible whenever:
- a. An order to evacuate is given by the attendant or the entry supervisor,
 - b. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
 - c. The entrant detects a prohibited condition, or
 - d. An evacuation alarm is activated.

N. DUTIES OF ATTENDANTS

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
2. Is aware of possible behavioral effects of hazard exposure in authorized entrants.
3. Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants accurately identifies who is in the permit space.
4. Remains outside the permit space during entry operations until relieved by another attendant. When the employer's permit entry program allows attendant entry for rescue, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations (refer to Paragraph P) and if they have been relieved by another attendant.
5. Communicates with authorized entrants as necessary to monitor entrant status, and to alert entrants of the need to evacuate the space if any of situations listed in Step N.9 below occurs.



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6. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
7. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - a. Warn the unauthorized persons that they must stay away from the permit space;
 - b. Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
 - c. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
8. Performs non-entry rescues as specified by the employer's rescue procedure.
9. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - a. If the attendant detects a prohibited condition;
 - b. If the attendant detects a situation outside the space that could endanger the authorized entrants;
 - c. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant; or
 - d. If the attendant cannot effectively and safely perform all the above duties.
10. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

O. DUTIES OF ENTRY SUPERVISORS

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
2. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
3. Terminates the entry and cancels the permit when either the entry operations covered by the entry permit have been completed or a condition that is not allowed under the entry permit arises in or near the confined space.
4. Verifies that rescue services are available and that the means for summoning them are operable.



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5. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
6. Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

P. EQUIPMENT AND TRAINING FOR RESCUE AND EMERGENCY SERVICES

1. The following requirements apply to employers who have employees enter permit spaces to perform rescue services.
 - a. The employer shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit spaces.
 - b. Each member of the rescue service shall be trained to perform the assigned rescue duties. Each member of the rescue service shall also receive the training required of authorized entrants (refer to Paragraph I, Training).
 - c. Each member of the rescue service shall practice making permit space rescues at least once every 12 months, by means of simulated rescue operations in which they remove dummies, mannequins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.
 - d. Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service holding current certification in first aid and in CPR shall be available.
2. When an employer (host employer) arranges to have persons other than the host employer's employees perform permit space rescue, the host employer shall:
 - a. Inform the rescue service of the hazards they may confront when called on to perform rescue at the host employer's facility, and
 - b. Provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.
3. To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements.



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- a. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
 - b. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.
4. If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) or other similar written information is required to be kept at the worksite, that MSDS or written information shall be made available to the medical facility treating the exposed entrant.

Q. MANDATORY INFORMATION ON THE "ENTRY PERMIT" FORM

1. The permit space to be entered.
2. The purpose of the entry.
3. The date and the authorized duration of the entry permit.
4. The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) which will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space.

NOTE: This requirement may be met by inserting a reference on the entry permit as to the means used, such as a roster or tracking system, to keep track of the authorized entrants within the permit space.

5. The personnel, by name, currently serving as attendants.
6. The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry.
7. The hazards of the permit space to be entered.
8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry. [Note: Those measures can include the lockout or tagging of equipment and procedures for purging, inerting, ventilating, and flushing permit spaces].
9. The acceptable entry conditions.
10. The results of initial and periodic tests performed (refer to Paragraph K.5), accompanied by the names or initials of the testers and by an indication of when the tests were performed.



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11. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;
12. The communication procedures used by authorized entrants and attendants to maintain contact during the entry.
13. Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section.
14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety.
15. Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

R. CHARACTERISTICS OF THE MOST COMMON ASPHYXIANTS AND IRRITANTS FOUND IN INDUSTRIAL CONSTRUCTION

Gas	Physical Properties	Lower Explosive Limit (LEL) % by Volume	Threshold Limit Value (TLV) PPM
Carbon Monoxide - CO	Colorless, Odorless	12.5%	35 PPM
Carbon Dioxide CO ₂	Colorless, Odorless	Non-flammable	5000 PPM
Methane CH ₄	Colorless, Odorless	5%	500 PPM
Hydrogen Sulfide H ₂ S	Colorless, Rotten Egg Odor*	4%	10 PPM
Sulfur Dioxide SO ₂	Colorless, Suffocating Odor	Non-flammable	2 PPM
Nitrogen Dioxide, NO ₂	Brown, Pungent Odor	Non-flammable	1 PPM

*Cannot be smelled at lethal concentrations due to paralyzing action of the olfactory system.

Other potentially hazardous gases, fumes and vapor hazards are created by construction operations such as welding, cutting, lead melting pots, painting, cleaning, etc. These substances include zinc, cadmium, chromium, magnesium, lead, toluene, MEK, etc. If these substances are allowed to accumulate, they can cause both acute and chronic injury and illness. Appropriate MSDS must be reviewed for the proper precautions to take. Toxic gases/vapors and dusts are measured using pump-type monitors designed for specific substances. The HSE Department will determine the proper monitor to use.



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CONFINED SPACE ENTRY

CLIENT:

PROJECT:

PROJECT#:

PERMIT NUMBER: _____ GENERAL INFORMATION Space to be entered: _____ _____ Location/Building: _____ _____ PURPOSE OF ENTRY: _____	AUTHORIZED DURATION OF PERMIT: DATE: _____ TIME: _____ to _____ Craft/Department: _____ Superintendent: _____
--	---

PERMIT SPACE HAZARDS (INDICATE SPECIFIC HAZARDS WITH INITIALS)

_____ Oxygen (less than 19.5% or greater than 23.5%)	_____ Materials harmful to skin
_____ Flammable gases or vapors (greater than 10% of LEL)	_____ High temperature
_____ Toxic gases or vapors (greater than PEL/TLV)	_____ OTHER: Complete TSTII/ JHA form & attach
_____ Mechanical hazards	

<p>EQUIPMENT REQUIRED FOR ENTRY AND WORK</p> <table border="0"> <tr> <td><input type="checkbox"/> Faceshield</td> <td><input type="checkbox"/> Goggles</td> </tr> <tr> <td><input type="checkbox"/> Boots</td> <td><input type="checkbox"/> Chemical Resistant/Acid Suit</td> </tr> <tr> <td><input type="checkbox"/> Air Line</td> <td><input type="checkbox"/> Full Encapsulated Suit</td> </tr> <tr> <td><input type="checkbox"/> SCBA</td> <td><input type="checkbox"/> Chemical/Dust Respirator</td> </tr> <tr> <td><input type="checkbox"/> Gloves</td> <td></td> </tr> </table> <input type="checkbox"/> LEL Monitor <input type="checkbox"/> Lifeline Atmosphere Testing/Monitoring: <input type="checkbox"/> O ₂ Monitor	<input type="checkbox"/> Faceshield	<input type="checkbox"/> Goggles	<input type="checkbox"/> Boots	<input type="checkbox"/> Chemical Resistant/Acid Suit	<input type="checkbox"/> Air Line	<input type="checkbox"/> Full Encapsulated Suit	<input type="checkbox"/> SCBA	<input type="checkbox"/> Chemical/Dust Respirator	<input type="checkbox"/> Gloves		<p>PREPARATION FOR ENTRY</p> <table border="0"> <tr> <td><input type="checkbox"/> Blind</td> <td>take</td> <td><input type="checkbox"/> Purge/Clean</td> <td><input type="checkbox"/> Meter Calibration</td> </tr> <tr> <td><input type="checkbox"/> Lockout/Tagout</td> <td></td> <td><input type="checkbox"/> Ventilate</td> <td><input type="checkbox"/> Atmosphere Test</td> </tr> <tr> <td><input type="checkbox"/> Barriers</td> <td></td> <td><input type="checkbox"/> Inert</td> <td><input type="checkbox"/> Other</td> </tr> </table> <input type="checkbox"/> Blinding/Lockout/Tagout <input type="checkbox"/> Cold Work Personal Awareness: <input type="checkbox"/> Pre-entry briefing on specific hazards and control methods. <input type="checkbox"/> Notify contractors of permit and hazard conditions.	<input type="checkbox"/> Blind	take	<input type="checkbox"/> Purge/Clean	<input type="checkbox"/> Meter Calibration	<input type="checkbox"/> Lockout/Tagout		<input type="checkbox"/> Ventilate	<input type="checkbox"/> Atmosphere Test	<input type="checkbox"/> Barriers		<input type="checkbox"/> Inert	<input type="checkbox"/> Other
<input type="checkbox"/> Faceshield	<input type="checkbox"/> Goggles																						
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<input type="checkbox"/> Lockout/Tagout		<input type="checkbox"/> Ventilate	<input type="checkbox"/> Atmosphere Test																				
<input type="checkbox"/> Barriers		<input type="checkbox"/> Inert	<input type="checkbox"/> Other																				



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<input type="checkbox"/> Sample Tube (s): _____ Communication: _____ Rescue Equipment: <input type="checkbox"/> Full Body Harness <input type="checkbox"/> Mechanical Hoist Other: _____	Emergency Notification: _____ _____ Additional Permits: (required and/or attached) <input type="checkbox"/> Hot Work <input type="checkbox"/> Vehicle Entry <input type="checkbox"/> Other _____
---	---

Record monitoring results every _____ hours for LEL/O2 **List Pre-entry Temperature

TESTING	Acceptable Conditions	Result						
	Time	hrs						
Oxygen - mi	19.5							
Flammability	0%							
Benzene	1 PPM							
CO	25 PPM							
H ₂ S	10 PPM							
SO ₂	5 PPM							
Temp**								
Other								
Entry prep	O.K.							
Equip Chkd	O.K.							

AUTHORIZATION FOR ENTRY: I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in confined space.

ENTRY SUPERVISOR PRINT: _____ SIGN: _____ DATE: _____



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HOLE WATCH:

PRINT: _____ SIGN: _____

ALTERNATE FOR HOLEWATCH:

PRINT: _____ SIGN: _____

APPROVED FOR ENTRY

UNAPPROVED

SAFETY DEPT. SIGN: _____

STANDBY HOLEWATCH INSTRUCTIONS

You should be thoroughly familiar with the following duties when you assume the responsibilities of standby for a person(s) working inside a vessel or confined space.

YOUR PRIMARY RESPONSIBILITIES ARE:

1. The safety of personnel working in the vessel or confined space.
2. Maintaining the conditions and requirements listed on the work permit.
3. Evacuating the vessel if you observe any condition any condition which you considered hazardous.
4. Getting help if an emergency develops. NEVER ATTEMPT TO ENTER THE VESSEL OR CONFINED SPACE, EVEN IN AN EMERGENCY.

THE CIRCUMSTANCES AND CONDITIONS OF THE JOB WILL DETERMINE THE SAFETY REQUIREMENTS AND WHAT YOUR STANDBY DUTIES ARE. HOWEVER, THE FOLLOWING DUTIES ARE BASIC TO ALL JOBS:

1. Do not leave your assignment while personnel are inside the vessel or confined space.

(The only exception is to get help in an emergency.) If other duties require you to leave your standby post, have all personnel evacuate the enclosure.
2. If you have any questions regarding your job, check with your foreman.
3. BE ALERT, and try to anticipate and/or prevent any conditions that could be hazardous.
4. Prevent interference of air lines and/or lifelines.
5. If you are required to have respiratory equipment and lifelines, be sure you know how to use this equipment.
6. Upon completion of the job, clean and return all special equipment to its original location.

ENTRY/EXIT LOG

DATE: _____ LOCATION: _____ ELEVATION: _____

HOLEWATCH NAME: _____ PERMIT NO.: _____



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T. PERIODIC ATMOSPHERE GAS TESTS RESULTS

Description of the Confined Space: _____

TESTER INFORMATION	ATMOSPHERE HAZARD TESTED	ACCEPTABLE RANGE HAZARD	OF	ACTUAL READING (RECORD)	ACCEPTABLE? (Check One)
Date: / /	Oxygen Content (% O ₂)	19.5%-23.5%		%	YES _____ NO _____
Time:	Combustible Gas (% LEL)	0%-10%		%	YES _____ NO _____
Signature:	Other (Specify)	PEL=ppm		PPM	YES _____ NO _____
Date: / /	Oxygen Content (% O ₂)	19.5%-23.5%		%	YES _____ NO _____
Time:	Combustible Gas (% LEL)	0%-10%		%	YES _____ NO _____
Signature:	Other (Specify)	PEL=ppm		ppm	YES _____ NO _____
Date: / /	Oxygen Content (% O ₂)	19.5%-23.5%		%	YES _____ NO _____
Time:	Combustible Gas (% LEL)	0%-10%		%	YES _____ NO _____
Signature:	Other (Specify)	PEL=ppm		ppm	YES _____ NO _____

NOTE: RETAIN WITH THE CONFINED SPACE ENTRY PERMIT FOR A MINIMUM OF ONE YEAR. RECORD MONITORING RESULTS AT LEAST EVERY TWO HOURS.



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A. THERMAL STRESS

Use the humidity table to determine the degree of heat stress hazard, perform heat stress assessments, understand conditions which can lead to heat stress, determine and implement engineering and administrative controls, use personal protective equipment when indicated, and train employees on the effects of heat stress. Use the wind chill tables to determine the degree of hazard, use cold stress control procedures and work practices, and provide cold stress training.

B. HEAT STRESS

Use the humidity table below (Table 1) to determine degree of hazard.

Extreme Danger	
Extreme Caution	

Danger	
Caution	

Air Temp	Relative Humidity (Percent)										
140 (80)	125 (52)										
130 (54)	117 (47)	131 (55)				Apparent temperature is how hot the heat-humidity combination makes it feel.					
120 (49)	107 (42)	119 (47)	130 (54)	148 (54)							
110 (43)	99 (37)	105 (41)	112 (44)	123 (51)	137 (58)	150 (68)					
100 (38)	91 (33)	95 (35)	99 (37)	104 (40)	110 (40)	120 (48)	132 (58)	144 (62)			
90 (32)	83 (28)	85 (29)	87 (31)	90 (32)	93 (34)	95 (35)	100 (38)	105 (42)	110 (45)	122 (50)	
80 (27)	73 (23)	75 (24)	77 (25)	78 (26)	79 (26)	81 (27)	82 (28)	85 (29)	86 (30)	88 (31)	91 (33)
70 (21)	64 (18)	65 (18)	66 (19)	67 (19)	68 (20)	69 (21)	70 (21)	70 (21)	71 (22)	71 (22)	72 (22)

Table 1 Humidity Table

Table 1 Humidity Table

1. Heat and Humidity can be a deadly combination

Hot, humid weather is more uncomfortable than hot, dry weather because high humidity slows the evaporation of perspiration (sweat). Evaporation is nature's way of cooling. Hot, humid weather is not only uncomfortable, it is dangerous to those performing physical activity in it. Table 1 shows how to find the "apparent temperature," that is, how hot various temperature-humidity combinations feel. For example, if the air temperature is 100 °F and the relative humidity is 50 percent, find 100 in the temperature column on the left side; follow that row to the right to the 50 percent humidity column. The apparent temperature is 120 °F. This falls into the "danger" area where outdoor physical activity is may become dangerous and could require additional administrative controls and monitoring. The different shades on the chart show the level of danger of various combinations.



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Note: The apparent temperature may be higher or lower than the air temperature in certain cases. For example, when the air temperature is 140 °F and the humidity is 0 percent, the apparent temperature is only 125 °F. This is because perspiration significantly cools the skin, even though the perspiration may be unnoticed in such low humidity. Similarly, an air temperature of 80 °F and 100 percent humidity would feel like 91 °F because perspiration evaporates so slowly in high humidity.

2. Heat Stress Assessment

Evaluate work environments to identify areas that may lead to heat stress. The evaluation of the work place should include:

- temperature
- humidity
- air movement
- conditioning of the employees.

When working in extreme apparent temperatures classified as danger or extreme danger in Table 1, an evaluation of workload and administrative controls should be ongoing. In addition, the monitoring of employees should be ongoing.

3. Activities or Conditions Which Can Contribute to Heat Stress

- Alcohol consumption
- Drug use (and drug abuse)
- Illness (Flu, colds, etc.)
- Kidney problems

4. Engineering Controls

Reduce the potential for heat stress with engineering controls where feasible. Engineering controls include:

- ventilation
- shading
- shielding
- air conditioning



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5. Administrative Controls

Implement administrative controls where engineering controls are not sufficient or not feasible.

Administrative controls include:

- rotating employees from hot areas to cooler areas
- rest breaks in cool area
- performing job in coolest part of the day
- reducing time to perform task in hot environment
- reducing the work load of the task
- providing cool fluids
- conditioning the employee to hot work environments
- allowing employees to acclimate to the hot work environment.

6. Personal Protective Equipment

Use personal protective equipment in heat stress conditions. Personal protective equipment includes:

- clothing to shield employees from heat sources such as the sun
- cool vests and suits
- head covering
- gloves
- cotton under garments
- chemical sun blocks
- shaded eye protectors and sunglasses.
- Change and wash clothing daily.

7. Training

Train employees working in hot environments on the effects of heat stress, the symptoms of heat stress, and heat stress controls.



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a. Effects of Heat Stress

Working in hot environments can cause:

- headache
- giddiness
- exhaustion
- increased heart rate
- increase sweating
- decreased concentration
- irritability
- anxiety
- general discomfort.

Employees can acclimatize to hot environments by gradual increase in exposure over a four (4) day period. Acclimatization is reduced when an employee is away from the hot environment for three days in a row.

b. Symptoms of Heat Stress

Symptoms of heat stress include:

Heat Rash - caused by continuous exposure to heat and humid air and aggravated by chafing clothes. Wearing loose fitting clothing and reducing the exposure to heat and humidity can reduce it.

Heat Cramps - caused by profuse perspiration with inadequate fluid intake. Signs include muscle spasms and pain in the extremities and abdomen.

Heat Exhaustion - caused by increased stress on various organs to meet increased demands to cool the body. Signs include shallow breathing; pale, cool, moist skin; or profuse sweating; dizziness.

Heat Stroke - the most severe form of heat stress. The ***body must be cooled immediately** to prevent severe injury or death. Signs include red hot, dry skin; no perspiration; nausea, dizziness and confusion; strong, rapid pulse; or coma. * Seek medical opinion – Hypothermia can occur if cooling is too rapid. *with dry air. Avoid overcooling - Do not use ice water to cool employee.*



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Cooling Methods: When overheated, remove employee to a cool area and allow employee to rest. If signs of heatstroke are present, immediately immerse employee in water or wrap in wet clothing and fan with dry air. Avoid overcooling - Do not use ice water to cool employee.

c. Effects of heat stress

The effects of heat stress can include long term damage to the kidneys, heart, and other internal organs.

C. COLD STRESS

Use wind chill tables to determine degree of hazard

Table 2 Wind-Chill Index

Wind Speed mph (km/h)	Actual Thermometer Reading F (C)									
	50 (10)	40 (4.4)	30 (-1)	20 (-7)	10 (-12)	0 (-18)	-10 (-23)	-20 (-29)	-30 (-34)	-40 (-40)
Calm	50 (10)	40 (4.4)	30 (-1)	20 (-7)	10 (-12)	0 (-18)	-10 (-23)	-20 (-29)	-30 (-34)	-40 (-40)
5 (8)	48 (9)	37 (-3)	27 (-3)	16 (-9)	6 (-14)	-5 (-21)	-15 (-26)	-26 (-32)	-36 (-38)	-47 (-44)
10 (16)	40 (4)	28 (-2)	16 (-9)	4 (-16)	-9 (-23)	-21 (-29)	-33 (-36)	-46 (-43)	-58 (-50)	-70 (-37)
15 (24)	36 (2)	22 (-8)	9 (-13)	-5 (-21)	-18 (-28)	-36 (-36)	-45 (-43)	-56 (-50)	-72 (-58)	-86 (-53)
20 (32)	32 (0)	18 (-8)	4 (-16)	-10 (-23)	-25 (-32)	-39 (-40)	-53 (-47)	-67 (-58)	-82 (-63)	-96 (-71)
25 (40)	30 (-1)	16 (-9)	0 (-18)	-15 (-26)	-29 (-34)	-44 (-42)	-59 (-51)	-74 (-58)	-88 (-67)	-104 (-78)
30 (48)	28 (-2)	13 (-11)	-2 (-19)	-18 (-28)	-33 (-36)	-48 (-44)	-63 (-59)	-78 (-52)	-94 (-70)	-109 (-78)
35 (56)	27 (-3)	11 (-12)	-4 (-20)	-20 (-29)	-35 (-37)	-50 (-45)	-67 (-55)	-82 (-63)	-95 (-72)	-113 (-81)
40 (64)	26 (-3)	10 (-12)	-6 (-21)	-21 (-29)	-37 (-38)	-53 (-47)	-69 (-58)	-85 (-52)	-100 (-73)	-116 (-82)
Over 40 (64) (little added effect)	Little Danger (for properly clothed person)			Increasing Danger			Great Danger-			
				(Danger from freezing of exposed flesh)						

Note: The human body senses "cold" as a result of both air temperature and wind velocity. Cooling of exposed flesh increases rapidly as the wind velocity goes up. Frostbite can occur at relatively mild temperatures if wind penetrates the body's insulation. For example, when the actual air temperature is 40 °F (4.4 °C) and the wind velocity is 30 mph (48 km/h), the exposed skin perceives this situation as an equivalent still air temperature of 13 °F (-11 °C).

1. Possible Cold Stress Controls

- Providing a warm dry environment
- Shielding employees from the cold



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- Rotating employees in and out of the cold environment to reduce time of exposure to cold environment.
- Providing rest breaks in a warm dry shelter.
- Providing plenty of warm fluids.
- Conducting work in the warmest part of the day.
- Adjusting workload to prevent sweating.
- Providing personal protective equipment including:
 - gloves
 - mittens
 - insulated coveralls
 - head and face protection
 - insulated footwear
 - layered clothing.

2. Work Practices

- Never work alone in extreme cold environments.
- The work rate should not be high enough to cause sweating that results in wet clothing. If heavy work must be done, allow employees to take all rest periods in heated shelters and give them an opportunity for changing into dry clothing.
- Allow employees to acclimatize to working in cold environments.
- Minimize periods of sitting still or standing still in cold environments.
- Do not allow direct skin contact with metal objects.
- Protect employees from winds to the greatest extent possible.

3. Cold Stress Training

Train employees who work in cold environments on:

- Proper rewarming procedures and appropriate first-aid treatment.
- Proper clothing practices
- Proper eating and drinking habits
- Recognition of impending frostbite
- Recognition of signs and symptoms of impending hypothermia or excessive cooling of the body, even when shivering does not occur
- Safe work practices



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Part G - The Control of Hazardous Energy (Lockout/Tagout)

Task Order 31

A. PURPOSE

To establish minimum guidelines for the control of hazardous energy, employee training requirements, and periodic inspections. This ensures that employees performing service or maintenance on equipment or machinery are knowledgeable of the hazards of stored energy.

B. DEFINITIONS

1. **AFFECTED EMPLOYEE**-An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
2. **AUTHORIZED EMPLOYEE**-A person who locks out or tags out machines or equipment to perform service or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include servicing or maintenance covered in these guidelines.
3. **CAPABLE OF BEING LOCKED OUT**-An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which or through which a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if blockout or lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently altering its energy control capability.
4. **ENERGIZED**-Connected to an energy source, or containing residual or stored energy.
5. **ENERGY ISOLATING DEVICE**-A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually-operated circuit breaker; a disconnect switch; a manually operated switch by which the conductors of the circuit can be disconnected from all ungrounded conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons selector switches and other control circuit devices are not energy isolating devices.
6. **ENERGY SOURCE**-Any source of electrical, hydraulic, pneumatic, chemical, thermal, or other energy.
7. **HOT TAP**-A procedure used in the repair, maintenance and services activities that involves welding on a piece of equipment (pipelines, vessel or tanks) under pressure, in order to install connection or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam or petrochemical distribution systems.
8. **LOCKOUT**-The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.



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9. LOCKOUT DEVICE-A device that uses a positive means such as a lock, either a key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of the machine or equipment. Also included are blank flanges and slip blinds.

NOTE: Lockout devices shall be standardized within the facility in at least one of the following criteria: color, shape, or size.

10. NORMAL PRODUCTION OPERATIONS-The utilization of a machine or equipment to perform its normal operation.
11. SERVICING AND/OR MAINTENANCE- Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes where the employee may be exposed to the unexpected energization or start up of equipment or release of hazardous energy.
12. SETTING UP-Any work performed to prepare a machine or equipment to perform its normal production operation.
13. TAGOUT-The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
14. **NOTE:** Tagout devices shall be standardized in print and format, their attachment devices shall be a non-reusable type, attached by hand, self locking, with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one piece all environment tolerant nylon cable tie.
15. TAGOUT DEVICE-A prominent warning device, such as a tag and a means of attachment, which can be easily fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolation device and the equipment being controlled may not be operated until the tagout device is removed.

C. GENERAL

1. Lockout devices shall be used, unless the usage of a lockout device would result in the need to dismantle, rebuild, replace the energy isolating device, or permanently alter its energy control capability.
2. When a tagout device is used on any energy isolating device that is capable of being locked out the tagout device shall be attached at the same location that the lockout would have been.
3. It shall be demonstrated that the tagout program will obtain the level of safety equivalent to that obtained by using the lockout program.
 - a. In demonstrating that the level of safety is equivalent to that of the lockout program, all provisions of the tagout guidelines shall be followed.
 - b. Additional means to consider as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating



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circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likely hood of inadvertent energization.

NOTE: Lockout/tagout devices shall be singularly identified, and shall be the only device(s) used for controlling energy and shall not be used for other purposes.

D. APPLICATION

1. Affected employees shall be notified by Brown & Root Services (BRS) supervision or the authorized employee of lockout/tagout applications or removal. The notification shall be given before the controls are applied and after they are removed from the machine or equipment.
2. Before an authorized or affected employee turns off a machine, or a piece of equipment the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy. The machine or equipment shall be turned off or shut down using procedures established for that specific job. An orderly shut down must be utilized to avoid hazards to employees.
3. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the energy source(s). Lockout and or tagout devices shall be affixed to energy isolating devices by an authorized employee and when used, affixed in such a manner that it will hold the device in a safe or off position.
4. Following the application of the isolation device(s), all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, or other wise rendered safe. If reaccumulation is possible, verification of the safe isolation shall continue until the job is complete or the possibility no longer exists. Prior to start of the job, the authorized employee shall verify that the isolation has been accomplished.

E. GROUP LOCKOUT/TAGOUT

1. When service and/or maintenance is performed by a crew, craft, department, or other group, a documented procedure (refer to Paragraph L) shall be used to afford employees the level of protection equivalent to that provided by personal lockout/tagout procedure. Group lockout/tagout devices shall be used in accordance with the guidelines set forth in the General and Application requirements, including, but not limited to, the following specific requirements :
 - a. Primary responsibility is vested in one authorized employee for a set number of employees working under the protection of the group lockout/tagout procedure.
 - b. Provisions for the authorized employee to ascertain the exposure status of individual group members (i.e., BRS Group Lockout/Tagout Permit).
 - c. Where more than one crew, craft, department, etc. is involved, the assignment of the lockout/tagout coordination to one authorized employee.



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- d. Each authorized employee shall affix a personal lockout/tagout device to the group lockout/tagout device, group lock box, or comparable mechanism at the beginning of the job and remove at the end of the job.

F. LOCKOUT/TAGOUT REMOVAL

1. Before lockout and/or tagout devices are removed and the energy is restored, the authorized employee performs the following:
 - a. Inspect the work area to assure that tools and equipment have been removed.
 - b. Ensure that the machine or equipment components are operationally intact.
 - c. Ensure that all employees are safely positioned or removed from the area.
 - d. Notify affected employees that the isolation devices have been removed.
2. Lockout and or tagout devices shall be removed from each isolating device only by the authorized employee who applied them.

EXCEPTION: When the authorized employee who installed the device(s) is unavailable to remove it, the device may be removed under the supervision of the BRS supervisor in charge of the job, provided:

- a. Specific procedures and training for such removal have been developed, documented and entered as an appendix to the lockout/tagout guidelines.
- b. The specific procedures shall include:
 - (1) Verifying that the authorized employee is not on the job site.
 - (2) Making reasonable efforts to contact the authorized employee to inform him/her the isolating device(s) will be removed.
 - (3) Ensuring that the authorized employee is informed of the changes before he/she resumes work.

G. TEMPORARY REMOVAL

In situations where the lockout/tagout devices have to be temporarily removed for the purpose of testing or positioning the machine, equipment, and components thereof, the following sequence shall be followed:

1. Clear the machine or equipment of tools and/or material.
2. Remove employees from the machine or equipment area.



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3. Energize and complete the testing or positioning.
4. De-energize all systems and repeat isolation procedures.

H. SHIFT OR PERSONNEL CHANGES

Specific procedures shall be used during shift or personnel changes to ensure the orderly transfer of lockout/tagout devices and the continuity of protection of the oncoming and off going employees.

I. PERIODIC INSPECTION

1. A periodic inspection of the lockout/tagout program will be conducted at least annually. The inspection is conducted to ensure the procedure and requirements are being followed. The inspection shall be performed by an authorized employee other than the authorized employee over the lockout/tagout being inspected. Any deviations and or inadequacies identified will be corrected.
2. Where lockout procedures are being used, an interview is conducted with the authorized employee of his/her responsibilities under the program. Where tagout procedures are being used, interviews with all authorized and affected employees are conducted of each employee's responsibility under the program and the elements of training received.
3. The completion of the periodic inspection must be certified. The certification shall include the following:
 - a. Date of the inspection.
 - b. Identification of the machine or equipment inspected.
 - c. The employees included in the inspection, and
 - d. The authorized employee conducting the inspection.

J. TRAINING AND COMMUNICATION

Training shall be provided to ensure the purpose and function of the lockout/tagout guidelines are understood and the key knowledge and skills required for safe application, usage, and removal of the isolation devices are acquired by employees. The training shall include the following:

1. Authorized Employees
 - a. Recognition of applicable hazardous energy sources.
 - b. Type and magnitude of hazardous energy sources in the work place.
 - c. Methods and means necessary for energy isolation and control.



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2. Affected Employees
 - a. Instruction in the purpose and use of the lockout/tagout program
3. All other employees whose work operations are or may be in the area where energy control procedures may be used.
 - a. Lockout/tagout guidelines.
 - b. Prohibiting the attempts of re-energization of isolated equipment.
 - c. Limitations of tagout devices.
 - d. Prohibiting removal of tagout devices.
4. When tagout devices are used, employees shall be trained as follows :
 - a. Tags are essential warning devices and do not provide the physical restraint of locks.
 - b. Tags are not to be removed except by the authorized employee.
 - c. Tags must be legible and understandable by all employees.
 - d. Tags and their means of attachment must withstand the environment used in.
 - e. Tags may evoke a false sense of security.
 - f. Tags must be attached to prevent inadvertent or accidental displacement.

K. RETRAINING

Retraining shall be provided for all authorized and affected employees whenever:

1. There is a change in their job assignment.
2. A change in machines, equipment, or process that presents a new or different hazard.
3. When the lockout/tagout procedures change.
4. Whenever the periodic inspection reveals, or when employees believe, there are deviations in the program.

NOTE: The use of a client's Lockout/Tagout (Control of Hazardous Energy) procedure may be used if it meets the minimum requirements set forth in OSHA's 29 CFR 1910.147 standard.



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L. PROCEDURE

1. A group lockout/tagout box may be used when maintenance or servicing is performed by a craft, crew, department, or other group that requires an excessive amount of isolation devices.
2. The primary responsible authorized employee may place his/her isolation devices on the energy sources required to de-energize the machine or equipment. Upon completion of the de-energizing and lockout/tagout the primary authorized employee will place his/her keys in the group lock box and complete the Brown & Root Services "Group Lockout/Tagout Permit" (refer to Paragraph N). Each authorized employee to perform servicing or maintenance on the isolated machine or equipment will then place his/her personal lockout/tagout device on the group lock box and then sign and date the permit.
3. Upon completion of the work to be performed or as each authorized employee completes his/her assigned work he/she will remove the personal lockout/tagout device from the group lock box. The primary responsible authorized employee who isolated the machine or equipment will then remove the keys from the box and proceed to remove each isolation device.
4. If the job is not completed at the end of the work shift and the lock box is being used, one of the following shall be performed:
 - a. All authorized employees (except the primary responsible authorized employee) will remove their personal lockout/tagout devices from the group lock box.
 - b. Upon resuming the work on the next shift, the authorized employee will verify that his/her lockout/tagout devices have not been disturbed.
 - c. Then the authorized employees performing the work will replace their lockout/tagout devices on the group lock box, or
 - d. The group lock box will remain intact with all authorized employees personal locks and tags affixed to the group lock box.

NOTE: The isolation points shall be verified by the primary authorized employee before resuming work on the following shift.

M. SHIFT OR PERSONNEL CHANGES

If the group lockout/tagout is being used and another shift or different personnel are to continue work, the following procedure will be used:

1. The primary authorized employee will coordinate with the oncoming primary authorized employee as to the status of the job, verify all isolation device locations and remove his lockout/tagout device from the lock box.
2. The oncoming primary authorized employee will then place his lockout/tagout device on the lock box.



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3. Then, the oncoming authorized employees will place their personal lockout/tagout devices on the lock box.



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N. GROUP LOCKOUT/TAGOUT PERMIT

NO POWERED EQUIPMENT MAY BE WORKED UPON UNTIL THIS PERMIT HAS BEEN COMPLETED, CHECKED AND SIGNED.

LOCATION	DATE & TIME OF FIRST LOCKOUT
DATE OF PERMIT	DATE & TIME LAST LOCK REMOVED

EQUIPMENT

WORK TO BE DONE

I CERTIFY THE ACCURACY OF THIS PERMIT AND THAT ALL SAFETY PRECAUTIONS ON THE REVERSE SIDE HAVE BEEN CONSIDERED

TITLE	SHIFT	SIGNED
_____	_____	_____
_____	_____	_____
_____	_____	_____

I HAVE BEEN TRAINED IN PROPER LOCKOUT PROCEDURES, HAVE CHECKED TO MAKE CERTAIN EQUIPMENT WILL NOT ENERGIZE, AND HAVE ATTACHED MY OWN LOCK.

SIGNED	TIME LOCK ON	TIME LOCK OFF
_____	_____	_____
_____	_____	_____
_____	_____	_____



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SAFETY PRECAUTIONS

BEFORE THIS PERMIT CAN BE SIGNED, THE FOLLOWING QUESTIONS MUST BE ANSWERED.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. DID THE AUTHORIZED EMPLOYEE WHO ATTACHED THE FIRST LOCK PUSH THE STARTER TO DETERMINE THAT THE EQUIPMENT TO BE WORKED ON WOULD ENERGIZE AND DE-ENERGIZE? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. DID THE AUTHORIZED EMPLOYEE WHO ATTACHED THE FIRST LOCK PUSH THE STARTER TO VERIFY THAT THE CORRECT MAIN BREAKER HAD BEEN LOCKED OUT? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. HAS THE EQUIPMENT BEEN ISOLATED FROM OTHER ENERGY SYSTEMS SUCH AS HYDRAULIC, PNEUMATIC, THERMAL, PROCESS GASES AND FLUIDS, CHEMICAL AND MECHANICAL, THAT COULD ENDANGER EMPLOYEES? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. HAS THE EQUIPMENT BEEN DECONTAMINATED AND READIED FOR FURTHER WORK? | | |
| 5. DOES ANY ROTATING EQUIPMENT SUCH AS FANS OR AGITATORS HAVE TO BE BLOCKED MECHANICALLY? | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

IF ANY LOCKS HAD TO BE CUT TO UNLOCK THIS EQUIPMENT, COMPLETE THIS SECTION.

WHY WAS LOCK CUT? _____

LOCK BELONGS TO: _____

AUTHORIZED SUPERVISOR _____

UPON JOB COMPLETION RETURN THIS PERMIT FOR PROJECT FILING.



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Part H – Demolition Plan

Task Order 31

A. PURPOSE

To establish minimum guidelines for demolition.

B. PROCEDURE

1. Prior to starting any demolition of structures, piping, walls, floors, etc., the possibility of unplanned collapse shall be assessed by a Competent Person. Any adjacent structures that may be exposed are also surveyed. Subcontractors shall have a written evaluation of structures to be demolished wherever personnel may be potentially exposed to collapsing beams, equipment, walls or floors. Work shall be so planned that no employee will cut beams that support his work platform.
2. All electric, gas, steam or other process or utility lines must be capped/blinded or otherwise cut before any work is begun. Hot work permits are required where any cutting or burning is performed. Where personnel are required to enter structures that are subject to collapse due to ongoing demolition work, work areas shall have adequate shoring in place to prevent untimely collapse.
3. Asbestos or other toxic insulation materials, glass, and other hazardous materials shall be removed prior to the start of general structural demolition. Demolition generally shall start at the top of a structure and progress downward. Stairways and other access ways shall be inspected and maintained as long as possible and shall be lighted and maintained in a safe condition.
4. A Competent Person shall continually inspect the structure to ensure the stability of remaining columns and walls where employees are working.
5. Openings in elevated workplaces shall be protected with barricades. Where debris is dropped through floor openings or through walls to the ground below, chutes shall be used to control flying debris, dust, and other hazards. Chute openings shall be protected and gates provided to close chutes when the discharge end is not protected. Single-story drop areas shall be barricaded with a clear area around it proportional to the height from which materials are dropped.
6. Entrances to the building shall be covered with sheds or canopies designed to allow employees safe access and providing overhead protection from falling debris. They shall extend at least six feet away from the structure and be at least two feet wider than the entrance and capable of withstanding a loading of 75 lb./sq. ft. All other access ways shall be barricaded.
7. Walls left standing must be capable of self support or shall be shored. Wind loading shall be factored in as required. No cement or masonry walls shall be knocked down onto above ground floors unless they are designed to handle the anticipated impact loading. Skeleton steel shall be dismantled tier by tier and no lower load bearing members cut until upper stories are removed. Steel left in place shall be self supporting or shall be adequately braced. Structural supports and beams left up shall be cleared of loose materials as demolition progresses downward. Safe, temporary access ways to all work areas shall be provided where permanent access ways are removed.



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8. Safe, temporary access ways to all work areas shall be provided where permanent access ways are removed.
9. Mechanical demolition equipment shall meet all appropriate crane and heavy equipment safety requirements. The demolition ball shall not exceed 50% of the cranes rated capacity at specified boom length/angle and shall not exceed 25% of the line breaking strength. The ball shall be connected by a swivel-type attachment.
10. Debris and trash shall be continually wetted to keep dust levels down. Trash and debris shall be removed daily to minimize fire hazards and maximize safe access and egress to the work areas. All hazardous materials shall be separated and disposed of per local environmental regulations.
11. Demolition by blasting must be conducted by certified blasters who must comply with all safety standards for the type of blasting performed.

C. ROLES/RESPONSIBILITIES

1. It is the responsibility of each employee, subcontractor personnel, supplier, and visitor to follow all safety and health requirements for each project.
2. It is the responsibility of all supervision, from the foreman to the Project Manager, to implement and enforce all HSE rules established for the project.



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Section 12 – Required Plans (Programs, Procedures)

Part I - Drugs of Abuse and Alcohol

Task Order 31

A. PURPOSE

To establish rules and procedures concerning drugs of abuse and alcohol in the workplace to maintain a work environment safe for employees and conducive to high work standards.

B. POLICY

1. The Company prohibits the following at all Brown & Root Service (BRS) work locations, including project sites:
 - a. Use or possession of prohibited drugs, including inhalants, and unauthorized alcoholic beverages.
 - b. An employee's being under the influence of these drugs or beverages.
 - c. Measurable presence of these drugs or alcohol in an employee's body as determined by urine, blood, or other accepted testing procedures.
 - d. Tampering by an employee or job applicant with a specimen or using a substance or device designed to falsify test results.
2. Prohibited drugs include, among others, marijuana, hashish, cocaine, and hallucinogens and depressants, stimulants, and medication not prescribed for current personal treatment by a licensed physician.
3. As a condition of employment or continued employment at all BRS locations, all prospective and incumbent employees consent to the collection of bodily fluids for drug or alcohol testing. Employees may be requested to sign forms documenting this consent, but an employee's continuation in the Company's employment evidences in itself the employee's consent, and a signed consent form is not required.
4. Entry into any Company work location, including project sites, offices, vehicles, vessels, and aircraft, is conditional on the Company's right to search entrants and their personal effects and vehicles for prohibited drugs and paraphernalia, alcoholic beverages, or unauthorized property or equipment. Authorized Company representatives may make periodic, unannounced searches of any Company work location or of anyone entering a work location. Work locations include project sites, vehicles, vessels, aircraft, offices, rooms, and lockers. Personal searches may be made of both Company employees and employees of contractors doing business with the Company. Prohibited drugs and paraphernalia, alcoholic beverages, or unauthorized property discovered during searches may be taken into custody and may be turned over to appropriate law enforcement authorities.
5. The Company may employ substance abuse (including drug and alcohol) testing programs at any Company location within the United States or its jurisdiction. Substance abuse testing procedures are conducted under the following circumstances:



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- a. Pre-employment. Prospective employees must pass a substance abuse test before they are eligible for employment.
 - b. Post-accident. Employees involved in job-related accidents are tested immediately after the accident.
 - c. Random. Periodically, employees are randomly selected for testing from a computer-generated list.
 - d. When government or client contractual requirements exceed or contain elements not addressed in this policy, the testing procedures are amended to include these requirements.
6. Confirmed positive test results indicating the presence of a prohibited substance in an employee's urine or blood are considered sufficient evidence of a violation of this policy, result in the termination of the employee, and preclude the hiring of a prospective employee.
7. Each employee is advised of the rehabilitation resources available through the Company's Employee Assistance Program (EAP). An employee must participate in an EAP-supervised rehabilitation program to be eligible for rehire. These programs may be substantially covered by the Company's benefits plan.

C. PROCEDURES

1. The Company's Drugs of Abuse and Alcohol Testing Program is administered by the Global Shared Services Health, Safety and Environmental Department. This office issues procedures for implementing this policy, including procedures for searching employees and their personal effects while on Company property and the procedures and forms for administering the testing program.
2. All testing is performed under the guidelines in the *Drugs of Abuse and Alcohol Testing/Search Procedures* manual.



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Section 12 – Required Plans (Programs, Procedures)

Part J – Transportation / Commercial Motor Vehicles

Task Order 31

A. PURPOSE

To provide a consistent and uniform policy establishing the minimum requirements for the safe operation of motor vehicles. This section establishes general applicability, definitions, general requirements, and information for commercial motor vehicle operations.

B. SCOPE

Applicable to every employee responsible for the management, maintenance, operation, or driving of commercial motor vehicles, or the hiring, supervising, training, assigning, or dispatching of commercial drivers on the project.

C. GENERAL REQUIREMENTS

1. Applicable Operating Rules

Every commercial motor vehicle must be operated in accordance with applicable Company and Project policies and procedures, as well as the laws, ordinances, and regulations of the jurisdiction in which it is being operated. However, if a regulation of the client imposes a higher standard than that law, ordinance, or regulation, the client's regulation must be complied with.

2. Ill or Fatigued Operator

No driver shall operate a commercial motor vehicle, and a manager/supervisor shall not require or permit a driver to operate a commercial motor vehicle, while the driver's ability and alertness is so impaired, or so likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or continue to operate the commercial motor vehicle.

Drivers will not be assigned to drive a commercial motor vehicle for more than 10 continuous hours. The hours of operation may be reduced during adverse weather conditions. A combined driving period will not exceed 12 hours in a 24-hour period without at least 8 consecutive hours of rest. A qualified assistant driver will be assigned to a vehicle when more than 10 hours are needed to complete operations.

3. Drugs and Alcohol

No driver shall operate a motor vehicle while under the influence of any Schedule I drugs or alcohol. Employees are subject to the provisions as set forth in the Brown & Root Drugs of Abuse and Alcohol Manual.

4. Qualifications of Drivers

An employee shall not operate a commercial motor vehicle unless he/she is qualified to drive a commercial motor vehicle. Operators shall be trained by and their qualifications shall be reviewed, tested by BRS a designated competent driver training coordinator assigned to the HSE Department. A



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permit to operate project vehicles shall be issued to operators that successfully pass the training and testing conducted by the BRS driver training coordinator. A manager / supervisor shall not require or permit an employee to drive a commercial motor vehicle if that person has not received a BRS permit to operate a commercial motor vehicle.

A person is qualified to drive a commercial motor vehicle if they meet the following:

- Is at least 21 years old
- Can, by reason of experience, training, or both, safely operate the type of commercial motor vehicle he/she drives
- Can, by reason of experience, training, or both, determine whether the cargo he/she transports (including baggage in a passenger carrying commercial motor vehicle) has been properly located, distributed, and secured in or on the commercial motor vehicle.
- Is familiar with the methods and procedures for securing cargo in or on the commercial motor vehicle he/she drives
- Is physically qualified to drive a commercial motor vehicle
- Is in possession of a currently valid CDL operator's license issued by their home state or Host Nation jurisdiction
- Has prepared and furnished BRS a certified list of violations
- Has successfully completed the BRS training and road skills test, and been issued a permit to operate by BRS.

D. OPERATING A COMMERCIAL MOTOR VEHICLE

1. Equipment Inspections

No employee shall operate a commercial motor vehicle unless the employee has satisfied himself/herself that the following parts and accessories are in good working order, nor shall any employee fail to make use of such parts and accessories when and as needed:

- Service brakes, including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors



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- Tires
- Horn
- Windshield wiper or wipers
- Rear-vision mirror or mirrors
- Coupling devices

No commercial motor vehicle shall be driven unless the employee is satisfied that the emergency equipment as listed below is in place and ready for use; nor shall any employee fail to use or make use of such equipment when and as needed:

- Fire extinguisher (properly rated)
- Spare fuses
- Warning device for stopped vehicles (reflective triangle)

2. Ground Guides

Ground guides are used when backing commercial motor vehicles larger than 2.5 tons or attempting to maneuver a vehicle in a tight clearance area. Ground guides will not stand between the vehicle being guided and another object when an inadvertent engine surge or momentary loss of vehicle control could cause injury or death. The vehicle driver will stop the vehicle immediately if:

- He or she loses sight of the ground guide
- The ground guide is standing dangerously between the vehicle and another object.

The Ground guide shall be in the direction of travel where a clear view of any obstructions is maintained. Prior to utilizing a ground guide, clear hand signals shall be established between the operator and the ground guide.

When ground guides are not available, drivers will:

- Dismount the vehicle
- Walk completely around the vehicle to verify clearance
- Select a ground reference point that can be seen from the cab of the vehicle
- Mount the vehicle, ensuring the ground reference point can be seen from the cab of the vehicle



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- Sound the horn
- Back to the pre-selected reference point
- Repeat the process, as necessary, until the vehicle is in the desired position

3. Extreme weather

Vehicle operators will be trained on safe operation of vehicles in extreme weather (snow, ice, fog and rain) prior to 15 November of each year. This shall include but not be limited to:

- Following distances
- Speed
- Headlights/turn signals
- Seatbelts
- Road condition rating
- Acceleration, braking and turning
- Travel time

4. Convoy operations

Before convoy operations, the convoy commander will conduct a pre trip safety briefing, to include the following topics at a minimum:

- Clear designation of the intended route
- Clear identification of known and anticipated hazards along the intended route
- Distribution of strip maps to each driver in the convoy
- Applicable defensive driving practices
- Speed and space management
- Emergency procedures
- Routine and emergency communication frequencies and procedures
- Road conditions



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During convoy operations, the space between vehicles will be at least:

- One hundred meters or a 6 second interval on highways
- Fifty meters or a 4 second interval on secondary roads (excluding congested areas)

Convoys will reduce speed and vehicle intervals when approaching congested areas and proceed under closed column. The space between vehicles may be reduced to 25 meters or to a 2 second interval, whichever is greater, for movement through congested areas. Upon leaving congested areas, the intervals listed above will be used.

Passing within convoys is prohibited. The convoy leader shall use the radio to inform other members of the convoy of upcoming traffic patterns, hazards, road conditions or stops. Rest breaks shall be taken at a minimum of every two hours. At this time, loads will be checked to ensure that they are secured. . . Cheater bars shall not be used to tighten loads secured with binder chains.



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Part K – Dining / Facilities

Task Order 31

A. PURPOSE

To provide a safe working environment in kitchens and dining facilities. The plan includes training and awareness programs to help workers prevent accidents during kitchen-related duties. The guidelines presented in this section are to provide information for the workers to recognize the hazards, reduce their exposure and protect them from those hazards that can not be eliminated by engineering and administrative controls.

B. SCOPE

This section applies to all BRS workers and subcontractors.

C. DISCUSSION

Kitchen Accidents are preventable; through new employee orientation, continuous training and education, and constant awareness, workers can perform their tasks with efficient and safe results.

D. TRAINING

1. General Requirements

Supervisors shall properly instruct all new employees about the safe procedures and practices required in the workplace, prior to allowing a new employee begin work.

a. **Training documentation.** Written documentation of training shall be submitted to the project safety office.

b. **Continued training.** Training shall continue in accordance with applicable regulations and as requirements or employee task assignment change, and to provide refresher information to employees performing routine tasks.

2. Training topics

All tasks and associated safe work practices related to kitchen and dining facility operations must be presented the employee, including but not limited to:

- Lifting techniques
- Food preparation
- Knife and utensil handling
- Electrical appliances
- Cooking surfaces



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- Hot liquids
- Cleaning kitchen and dining areas
- Pot and dish washing
- Housekeeping
- Walking and working surfaces
- Freezer and refrigeration areas
- Heat stress / stroke prevention

E. SAFE WORK PRACTICES

1. Lifting and material handling

Proper lifting techniques shall be utilized as described in Section A 11.3 of this plan, as well as proper material handling equipment for items that may require it.

2. Food preparation

Gloves shall be worn while handling food. Caution shall be exercised while moving loaded trays and other items around tight and congested areas. Ensure that the path is clear prior to moving around the area or opening and closing refrigerator or other appliance doors. Doors shall not be left open, doors shall be closed immediately after removing food from ovens, refrigerators, etc. Protective mitts shall be used when handling hot pots or items from cooking surfaces or ovens. Elbow length mitts will be worn when reaching into ovens or the potential exists to burn the forearm. Steam shall be allowed to vent prior to moving items. Oven doors shall be opened slowly and workers instructed to keep themselves away from escaping steam and or heat by standing off to one side until it has vented. The area shall be clear of other personnel and debris prior to removing hot items from a cooking surface or an oven Pressure shall be vented from pressure cookers prior to opening. Pot, pan and utensil handles shall be kept away from the heat source and kept from protruding beyond the working or cooking surface. Pot lids shall be tilted away from the worker while opening to direct steam away from the face of the worker. Jewelry or loose clothing will not be permitted and all hair shall be neatly tucked under a hair net or cap.

3. Knife and utensil handling

Knives shall only be used by workers authorized by the designated competent person. Knives shall be kept sharp, dull knives slip more readily than sharp knives. The proper knife shall be used for it's intended specific purpose. When cutting or slicing, fingers shall be turned or curled away from the blade, and other utensils used to steady the food whenever possible. Cutting motions shall be away from the workers body. While walking with a knife in hand the tip shall be pointed straight down with the workers arm kept by their side. In the event a knife falls no attempt shall be made to catch it.



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Knives shall be washed immediately and not left in wash areas. Knives shall be stored separately from all other items. Cutting and slicing operations shall be conducted in a location that is free from congestion and out of walkways. Other utensils shall be used only for their intended purpose in accordance with recognized safe work practices.

4. Electrical appliances

All electrical appliances shall be used only for their intended purpose and in accordance with manufacturers recommendations and recognized safe work practices. All appliances shall be inspected prior to use for worn, damaged or defective parts; defective equipment shall not be used. Prior to cleaning electrical appliances, the cord will be disconnected or the circuit breaker locked out and tagged out. All electrical appliances shall be inspected on a regular basis for damage or malfunction.

5. Cooking surfaces

Stoves, grilles, fryers and other cooking surfaces shall be used only for their intended purpose and in accordance with manufactures recommendations and recognized safe work practices. All workers shall be familiar with these surfaces and how to protect themselves from the associated hazards.

6. Hot liquids

Hot liquids shall be handled, prepared and stored in a manner to prevent accidental spilling or discharge. Hot liquids shall be allowed to cool before handling the container or disposal of the liquid.

7. Cleaning kitchen and dining areas

Cleaning of dining and food preparation areas shall be accomplished in accordance with applicable health and safety standards. Spills and dropped items shall be cleaned up immediately. Wet areas shall be dried immediately or signs warning "CAUTION WET FLOOR" clearly posted. Proper cleaning agents or compounds shall be used according to manufacturers instructions, and the MSDS. Cleaning agents or compounds shall not be mixed with other cleaning agents or compounds. In the event of broken glass the worker shall not use bare hands; a brush and pan or a cloth shall be utilized. Broken glass in the washing sink shall be cleaned up only after the water is drained.

8. Cleaning of equipment and appliances

Cleaning of equipment and appliances shall be accomplished in accordance with the manufactures instructions. Grease and oils shall be allowed to cool prior to draining and or cleaning. Power to mixers and other equipment shall be disconnected prior to cleaning to prevent accidental energizing of the equipment or appliance. Cooking surfaces shall be allowed to cool prior to cleaning. Cleaning agents or compounds shall be used for the intended purpose in accordance with manufacturers



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instructions and the MSDS; cleaning agents or compounds shall not be mixed with other cleaning agents or compounds..

9. Pot and dish washing

Knives and utensils shall be washed separately from each other and from all other pots, pans or dishes. Rubber gloves shall be worn, hot pots, plates and other items shall not be handled with bare hands.. Only cleaning agents or compounds intended for this purpose shall be used in accordance with manufacturer's instructions and the MSDS. Cleaning agents or compounds shall not be mixed with other cleaning agents or compounds.

10. Housekeeping

Walkways and aisles shall be kept free and clear of debris, stored material and other tripping hazards. All equipment and material shall be stored in an appropriate designated location. Storage areas shall be kept clean and organized. Spills and debris shall be cleaned up immediately. Cardboard boxes and other trash shall be removed and disposed of immediately.

11. Walking and working surfaces

Walking and working surfaces shall be kept clean and dry. Grease laden areas shall be cleaned with an appropriate degreasing solution as required to prevent buildup. Care shall be taken to prevent spills when emptying grease into the grease traps/bins. Walking and working surfaces shall be maintained in good repair and kept clear of debris. Damaged areas shall be repaired immediately. Workers cleaning walking surfaces with a pressure washers shall be trained on the safe use of the pressure washer. In addition, they should utilize a face shield, hearing protection and gloves when using the pressure washer.

12. Freezer and refrigeration areas

No worker shall enter a freezer or refrigerator without proper protection from cold injury either by limited exposure or Personnel Protective Equipment. Workers shall not close or lock the door while they are inside. Workers shall be accompanied by at least one worker that remains outside of the unit to summon help or assist in an emergency.

F. KITCHEN FIRE SAFETY

1. Prevention

Food items and material shall be stored properly away from heat sources. Ducts and hoods shall be cleaned regularly and as required to prevent grease buildup. Ranges, ovens and broiler trays shall be kept clean from spilled and excess drippings. No cooking food shall be left unattended. Heat shall be adjusted as not to cause boil over or spillage. Towels, clothing and other items shall be kept clear of heat sources.

2. Alarm and evacuation



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An alarm device shall be operable in the work area and all workers shall be familiar with it's operation. An evacuation route that includes two or more exits shall be clearly posted and all workers shall be familiar with the routes.

3. Fire fighting

Workers shall attempt to fight any fire only if it is safe to do so without endangering themselves, co workers or other personnel. Only workers that have been trained in the use of extinguishers or other fire fighting equipment shall attempt to fight a fire. Workers will be trained on the activation of the hood fire suppression systems in their respective work areas.



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A. PURPOSE

To provide a safe working environment during airfield flight line operations.

B. SCOPE

This section applies to all BRS workers and subcontractors.

C. HAZARDS AND HUMAN FACTORS

1. Hazards.

During ground operations, various hazards are encountered due to the nature of the work and the equipment and tools involved. Other factors involve the variety of weather conditions, the different conditions during day and night operations, mission priorities, and the various aircraft systems

- a. Personnel who work around aircraft must be alert for hazards from protruding controls, surfaces, antennas, static wicks, pitot tubes, open access hatches and other projections. Fixed-bayonet static discharges on jets and turboprop aircraft are examples of sharp appendages that can cause injury if contacted.
- b. Bumping hazards are created by dropped leading and trailing edges, speed brakes, pylons, pods and other devices that extend below the main wing surface and fuselage.
- c. Many tripping hazards are present around the aircraft and on the ramp. Examples are auxiliary power cables, grounding cables, tie-down ropes or chains, fuel hoses, ladders and air conditioning ducts.
- d. The cause of many falls can be attributed to slipping hazards from oil, deicing fluid, hydraulic fluid, grease spills and weather conditions. Fuel spills can cause, not only a very slippery surface on the ramp, but also a fire hazard.
- e. The potential for serious burns exist around aircraft. Areas to be alert for are exhaust area, pitot tubes, hot brakes, and lights. Also, the exhaust from Aerospace Ground Equipment (AGE), such as auxiliary power and air conditioning units, can burn. Immediately after engine shutdown, the exhaust nozzles and reactor areas are extremely hot and personnel can receive moderate to severe burns. Other sources of burns from aircraft are from support electrical equipment.
- f. Jet engine electrical systems can give severe electrical shock. Aircraft electrical systems can be a potential source, which could result in a serious fire if an arc occurs when flammable fuel vapors are present.
- g. Personnel working on or near operating jet aircraft are potentially exposed to the most intense and sustained noise exposures experienced in industry. Possible adverse effects of noise exposure include hearing loss, interference with speech communications and disruption of job performance.



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h. Employees are subject to potential injury from environmental temperature extremes. Injuries resulting from cold weather exposures can be serious. Heat exhaustion, sunburns, and strokes are potential concerns in the summer months.

i. Human Factors.

Human factors may also affect work. Human factors fall into two major categories: mental, such as attitude, emotion, job or domestic pressure, distractions, job knowledge, or hurrying; or physical, such as fatigue, physical strength, and reactions to prescription medications or drugs. These factors can affect workers who, by their commission (what they do) or by their omission (what they fail to do), can contribute to or cause a mishap. Some examples are:

- Ignoring directions from supervisors.
- Improper operation of equipment while angry or distracted.
- Distractions from job while thinking of personal problems.
- Not following proper procedures or taking shortcuts because of a feeling of being hurried.
- Drowsiness or hyperactivity on the job caused by prescription medications. Alcohol, or illegal drugs.
- Use of equipment although not qualified.

D. GENERAL REQUIREMENTS

Most hazardous situations can be avoided by simply following procedures, asking for help when needed, and using PPE. Potential safety, fire, and health hazards can be effectively controlled by proper training before job accomplishment, appropriate work procedures and supervisory controls.

1. Fire Prevention. Fire and explosion are potential hazards associated with aircraft maintenance and servicing operations. The supervisor will ensure all personnel are aware of potentially flammable fuel vapor areas and the restriction against bringing sources of ignition into these areas. Some examples of hazardous fuel areas are fuel pits below ground level, and areas within ten feet of aircraft fuel vent systems and fuel spills.

2. Smoking. Smoking is prohibited in aircraft maintenance facilities, the flight line areas and maintenance areas except where designated by the installation fire chief in coordination with the functional area manager and/or supervisor.

3. Wearing Apparel. Hats or caps will not be worn in an engine danger zone, as defined by the specific aircraft TO, while engines are operating. When working around hot exhaust or tail pipes.

Personnel should wear heat-resistant gloves and long-sleeve shirts to prevent burns. Hair fasteners (constructed of metal, plastic, or leather materials) and wigs will not be worn when working in and



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around aircraft. Metallic shoe cleats and taps pose spark generation and foreign object damage (FOD) hazards and will not be worn on the flight line. Except when assisting passengers on arriving and departing aircraft during inclement weather, umbrellas will not be permitted on the operational flight line.

4. Reflective Material. Light-reflective material and luminescent materials are particularly effective for reducing mishaps caused by poor visibility or darkness. Reflective coatings are available in the primary safety colors so standard signs and markings can be made with these materials. Material will reflect light when wet.

a. Personnel exposed to vehicle traffic on the flight line during hours of darkness or periods of reduced visibility will be provided reflective vests or belts.

b. Reflective materials for marking vehicles and ground servicing equipment will be used to the maximum extent possible. Additionally, hazardous obstacles existing on or adjacent to the flight line will be marked with reflective material.

5. Lifting Devices. Improper handling and lifting of heavy parts presents a potential for injury and extensive damage to aircraft components. Maintenance personnel will be familiar with the directives and the general safety standards established for the equipment being used. Safe loading capacities will be stenciled on all hoists and will be strictly observed by operating personnel. At no time will personnel work under loads suspended by hoists. Inspections of hoisting equipment shall be done according to established regulations and the manufacturers recommendations. If parts are found to be defective, the equipment will be tagged as defective and taken out of service until repaired.

6. Powered Aerospace Ground Equipment (AGE). Operators will be thoroughly familiar with the handbook of operating instructions for the equipment involved and know emergency shut-down and other precautionary measures, including the use of fire extinguishers. They will review maintenance records and inspect the equipment for leaks, damage, or malfunction before operation.

7. Parking Aircraft. Strict adherence to standards will ensure the safety of parked aircraft. Personnel engaged in parking operations will comply with all pertinent guidance.

8. Parking Spaces. Specific parking locations will be designated for each aircraft. Generally, the distances to be left between parked aircraft will be enough to allow immediate access of emergency vehicles in case of fire and also to permit free movement of equipment and materials.

9. Temporary Parking. If it is necessary to temporarily park aircraft with any portion extending into an active taxiway, a ground observer (qualified in the task) will be strategically placed to warn oncoming traffic of the hazard. During hours of darkness, the ground observer will be equipped with a high-visibility reflective vest and a warning light (red) and in the daytime, a suitable flag. The observer will remain with the aircraft until it is moved to a safe location.

10. Wheel Chocking. Wheel chocks will be placed fore and aft of the main landing gear or as specified in applicable aircraft TOs.



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11. Clean Parking Areas. During periods when maintenance equipment, workstands, loose parts and material are not actually required for work in progress or planned, they will be removed from the aircraft parking area to designated storage locations. Equipment remaining outside buildings will be adequately secured with tie-downs and/or chocks or an integral brake system to prevent movement by winds or engine blasts. When not being transported, mobile work platforms and stands will be secured to prevent collision with aircraft, vehicles, or other equipment. Designated flight line support equipment storage areas will be approved by the appropriate manager in coordination with the HSE Manager.

12. Guide Lines. Adequate guide lines will be painted on ramp and taxiway parking areas to aid in safe movement of aircraft and vehicle traffic. Parking guide lines should have spots painted where nose or forward wheel of the aircraft will be positioned.

13. Mooring or Tie-Down of Aircraft. This will be accomplished according to applicable aircraft TOs. When ropes are used, they will be tied to designated mooring fittings on aircraft. Normally, square knots or bowline knots will be used to prevent slippage and to provide secure fastening. Just enough slack should be allowed to prevent excessive stress on the wings, fittings, and rope due to tire or strut expansion or deflation and to prevent contraction of the tie-down ropes due to moisture or wetness. The mooring points on the ground should be as close as possible to being directly under the respective mooring points on the aircraft.

14. Adverse Weather Conditions. The base weather station (BWS) is responsible for making the initial notification to pre-determined support agencies of adverse weather conditions. Adverse weather conditions include: strong surface winds, heavy rain, freezing precipitation and thunderstorms. When lightning is detected or observed within the immediate vicinity of any activity or operation, do not go out of doors or remain out unless it is absolutely necessary. Seek shelter in dwellings with lightning protection.

E. FLIGHT LINE VEHICLE OPERATIONS

The standards and directives to follow have been established for the control of all motor vehicles on the flight line. Persons assigned to the flight line or to activities related to the flight line will be knowledgeable of and comply with these requirements. Responsible supervisors will evaluate their personnel at frequent intervals to ensure they are in full compliance with established guidelines. Care, attention and strict adherence to these precautions will prevent accidental damage to aircraft and injury to personnel.

1. Speed Limits

No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic, road and weather conditions. Emergency vehicles will not automatically assume the right of way.

The following speed limits are for general purpose vehicles: **NOTE:** Vehicles responding to Red Ball exercises and precautionary landings are not authorized to exceed these limits.

a. **Vehicle Parking Areas.** 5 miles per hour (8 KPH).



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b. **Aircraft Parking Ramp.** 15 miles per hour maximum (25 KPH). **NOTE:** The speed limit is 5 miles per hour (8 KPH) within 25 feet of an aircraft.

c. **Flight Line Access or Bypass Road.** 15 miles per hour (25 KPH).

d. **Taxiways and Inactive Runway.** 15 miles per hour (25 KPH).

2. Flight Line Driving

The operator will possess a valid state driver's license and an AF Form 483, Certificate of Competency, endorsed for flight line driving.

a. Entering or Leaving the Flight Line Driving Area

b. All vehicles, except emergency and alert vehicles responding to an alert or emergency, will stop prior to entering the flight line regardless of where they enter.

c. Traffic lanes on the aircraft parking ramp are normally the areas to the right of the aircraft.

d. Controlled movement areas include the runway, overruns and all areas up to 200 feet from the edge of the runway (hold lines). Hold lines are marked with two yellow lines, one solid and one dashed. Dashed lines are on the runway side.

e. All traffic flow on the aircraft parking ramp shall be parallel to the noses of the parked aircraft with the driver's side toward the aircraft. Vehicles will not be driven diagonally across the parking ramp, but at 90-degree angles to the driving lanes.

3. Vehicle Parking

a. Vehicles will not be backed or parked in the immediate vicinity (25 feet to front, 200 feet to rear) of any aircraft, except as authorized for operations such as loading or unloading, servicing, or towing. A spotter will be posted when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft.

b. The brakes on all parked vehicles will be set.

c. All unattended vehicles will be parked so they will not interfere with the aircraft being towed or taxied. Ignition will be turned off; keys will be left in the ignition; and the gear lever will be put in reverse gear for vehicles with manual transmission and in the 'park' position for vehicles with automatic transmissions.

d. When aircraft engines are operating or being started, no vehicle will be parked or driven closer than 25 feet in front of or 200 feet to the rear of any aircraft. Vehicles parked at the side of the aircraft will be located clear of the wingtips, clearly visible to personnel in the aircraft cockpit.

4. Passengers in Vehicles



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- a. Personnel will not ride on any part of a vehicle not intended for carrying passengers nor will they ride in or upon trailers.
- b. Passengers will remain seated while the vehicle is in motion and will keep their arms and legs within the vehicle body.
- c. Passengers will use available seat belts at all times while the vehicle is in motion.
- d. Side doors on passenger vans will be closed when the vehicle is in motion.

5. Restricted Visibility or Night Operations

- a. Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft parking ramp. This does not apply if vehicles are parked in a designated area.
- b. When visibility is less than 300 feet, refueling vehicles will not be operated unless directed by the installation commander.
- c. When visibility is less than 100 feet, vehicles (except emergency and alert vehicles) will not be operated on the flight line. Flashing lights will be used on all vehicles temporarily parked on the aircraft parking ramps during the periods of lowered visibility.
- d. When visibility is less than 50 feet, it is recommended that a walking guide equipped with a flashing or luminescent wand be used during emergency movement of alert vehicles.
- e. Vehicle operators will exercise caution to ensure headlights do not point toward taxiing aircraft.

6. Control Tower Signs

All authorized vehicle operators will know and comply with the following signals:

Steady Green Light: "Clear to cross."

Steady Red Light: "STOP! Vehicle will not be moved."

Flashing Red Light: "Clear active runway."

Flashing White Light: "Return to starting point."

Red and Green Light: "General warning. Exercise extreme caution."

7. Taxiing Aircraft

- a. Except for Follow Me vehicles, vehicles will not be parked in front of or driven into the path of taxiing aircraft. Vehicles will not be driven between a taxiing aircraft and its Follow Me guide.



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b. Headlights of a stopped vehicle shining towards a moving aircraft at night will be turned off immediately so the pilot's night vision will not be affected. The vehicle parking lights or emergency flashers will be turned on so its position will be known. The headlights of the vehicle will remain off until the aircraft is out of range. Headlights will be turned ON prior to putting the vehicle in motion. **NOTE:** Vehicles with daytime running lights will park in a safe location with ignition off, parking brake set, and emergency flashers on.

c. All vehicle drivers, who are operating vehicles on the taxiways and parking ramps, will give way to taxiing aircraft. Vehicles will exit the taxiways by the shortest route. Only as a last result will the vehicle be driven off prepared surfaces to ensure adequate clearances for the aircraft.

d. When a vehicle has a malfunction which prevents operation under its own power, every means will be used to alert taxiing aircraft.

8. FOD Prevention

When motor vehicles are operated on unpaved surfaces, rocks may become lodged between dual wheels and gravel may stick in the tire treads. When entering the ramp area or flight line, operators will stop and remove foreign materials from tires.

9. Forklift Operator's Instructions Around Aircraft

The forklift is the basic piece of aircraft cargo handling equipment. It is used primarily for moving cargo to and from aircraft and for raising and lowering loads between the ground and the aircraft. Only licensed drivers will operate forklifts. Operators will never drive forklifts faster than 10 miles per hour on ramps or 5 miles per hour within 10 feet of any aircraft. When maneuvering forklifts close to aircraft, a spotter will be used to assist the driver in determining safe clearances. Before lifting or lowering a load, the forklift will be brought to a complete stop. At no time will forklift drivers raise or lower a load while in motion. Forklifts will never be driven under any part of an aircraft except when the type aircraft involved requires it. When long distances must be traveled and/or when bulky loads are carried, the forklift will be driven in reverse to take advantage of the operator's less obstructed field of vision. The forks of parked forklifts will be lowered flat on the ground to prevent injury to personnel working or walking in the area. On parked and unattended forklifts, the operating levers will be in neutral, the ignition switched off, and the handbrake set.

10. Operation of Hi-Lift Trucks Around Aircraft

The operation of high-lift trucks around aircraft differs little from forklift work in the same area. Operators will never drive faster than 10 miles per hour on ramps and 5 miles per hour near aircraft. Hi-Lift trucks will only be operated by licensed drivers.

a. Drivers will use extreme caution when they operate Hi-Lift trucks in the immediate vicinity of aircraft. Guides will be used to assist the hi-lift operator when it is necessary to back the vehicle. The driver and guide will be able to communicate at all times.



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b. Before the hydraulic system of the cargo bed is operated, the driver will bring the truck to a complete stop. To ensure adequate clearance, the truck will be moved at least 5 feet from the aircraft before the bed is raised or lowered.

11. Operation of K-loaders and Roller-Equipped Trailers Around Aircraft

Guides will be used to assist the operator at all times when the aircraft is approached in order to load or off-load cargo. Before operating the hydraulic system of the cargo deck, the operator will bring the loader to a complete stop, set the brakes and place the cab transmission selector in neutral. To ensure adequate clearance, the loader will be stopped or moved to at least 5 feet from the aircraft for preliminary deck alignment by means of the hydraulic system. The operator will also maintain a 5- to 8-inch clearance between the rubber bumpers and the aircraft for further deck adjustments during on- or off-loading.



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1.0 Hydrogen Sulfide Assessment

Identify areas where H₂S may potentially be present at concentrations above 10 ppm. Sources for information about H₂S concentrations at a well site include, but are not limited to:

- Customer/Operator
- Work site knowledge
- Results of H₂S Monitoring

Note: Hydrogen sulfide may be created when acidizing wells with high iron sulfide concentrations

2.0 Pre-Task Planning

- Implement H₂S Procedures

2.1 Phase One of H₂S Planning

Include the following in phase one of the H₂S plan:

- Make sure all employees who will perform the job are trained in H₂S and the use of PPE.
- Inspect all personal protective equipment before and after use.
- Inspect all equipment to be used on the job to make sure it is compatible with H₂S and is working properly.
- Inspect and calibrate H₂S detectors.
- Make sure wind direction indicators and a sufficient number of H₂S alarms are available for the job.
- Draft a site emergency/contingency plan.

2.2 Phase Two of H₂S Planning

When on location conduct the following in phase two of the H₂S plan:

Make sure the location has the following equipment available:

- H₂S alarms in sufficient quantity (at least one monitor per person on location or area monitors in locations of potential release)
- Inspected and working personal protective equipment for each employee
- Wind direction indicators, such as windsocks to detect wind direction.
- Complete site specific emergency/contingency plan to all affected personnel.
- Conduct a pre-job safety meeting.



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3.0 Pre-task Health and Safety Meeting

Conduct a pre-task health and safety meeting before starting the job. The pre-task safety meeting must cover at least the following topics:

- Emergency Procedures
- Safe Zone up wind from H₂S source for assembly and accounting of personnel (Make sure the a secondary safe zone is designated in case of a change in wind direction)
- Wind direction
- Emergency phone number or method of contact
- Never attempt rescue without proper protective equipment and rescue training.

4.0 Equipment

In H₂S areas utilize the following equipment:

- Gas detection alarm systems
- Check valves on discharge lines
- Compatible material such as pipe, manifolds, etc, for use with H₂S
- Wind direction indicators, such as wind socks to determine the wind direction for safe zones.
- Warning signs

This list of equipment is not exhaustive; other equipment may be necessary or required in certain situations. Test equipment before each use.

4.1 Personal Protective Equipment

In areas where potential H₂S concentrations above 10 ppm are expected, the following personal protective equipment must be available and required at the work site:

- Self-contained breathing apparatus (SCBA) for rescue and designated rescue personnel.
- Five minute escape packs on the person of each worker.

5.0 Training

Inform all employees who work in areas with potential H₂S concentrations of:

- First aid response
- Hazards of H₂S including the hazards of flaring which may produce sulfur dioxide
- Symptoms of H₂S exposure



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- Health effects of exposure to H₂S
- How to recognize the presence of H₂S
- How to care for, maintain and wear personal protective equipment
- Refresh training frequently



Accident Prevention Plan

A. POSTERS AND SIGNS

Up-to-date and applicable safety and health posters and signs shall be displayed at suitable project sites, as required by OSHA, the Army Corps of Engineers' EM 385-1-1, or the hazards presented.

B. DEFICIENCIES

1. When a safety and health deficiency is brought to the attention of BRS by Government personnel or by a subcontractor, the deficiency shall be corrected. If the deficiency is life threatening, work in the affected area or by the affected individuals shall immediately cease until the deficiency is corrected. Subcontractors are required to implement managerial procedures to correct repeated and/or serious deficiencies. If the deficiency is serious and/or has been repeated, it may be cause for dismissal or removal from the project.
2. BRS shall monitor and strictly enforce the subcontractor's performance to insure compliance with this plan and all Federal, State, and Local safety and health regulations.
3. All safety and health discrepancies shall be promptly reported to the immediate supervisor. Employee suggestions to improve safety and health shall always be welcomed. An unsafe condition can and should be discussed and corrected at any time.
4. Identified safety and health issues and deficiencies, actions, timetables and responsibilities for correcting deficiencies will be recorded in the inspection or daily reports. Follow-up inspections to ensure correction of any identified deficiencies shall be conducted and documented.

C. COMPETENT PERSONS

There shall be a designated competent person as required by OSHA, for the following operations and or activities:

- Asbestos abatement (29 CFR 1926.58)
- Confined Space entry (29 CFR 1926.xx)
- Electrical Work (29 CFR 1926.400)
- Excavations (29 CFR 1926.651)
- Fall Protection (29 CFR 1926.503)

D. PROTECTION OF CONSTRUCTION AREAS

1. All project construction areas shall be designated a "Construction Area" by a minimum of two signs, one placed at each entrance to the area. Flagging, barricade tape or other means shall be used to help define the area if necessary.
2. Signs shall read "Danger Construction Area, Hard Hats and Safety Glasses Required for Entry," or other appropriate verbage, and shall use the colors as prescribed by OSHA.



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3. In addition to required signage, family housing and other areas where children may be located, any excavations, piles of excavated material, construction material or debris, vehicles and equipment left unattended after working hours or on weekends shall be protected by fencing or other appropriate means approved by the government-designated authority, to prevent injury to the public.

E. FURNISHING OF PERSONAL PROTECTIVE EQUIPMENT

1. Required personal protective equipment and clothing for BRS employees shall be provided by BRS. Subcontractors shall provide required personal protective equipment for their employees. Commonly required items are hard hats, safety shoes, coveralls, goggles/face shields, gloves, ear plugs, respiratory protection, etc. Other items necessary for safety and health or protection shall be issued as required. If the employee lacks any item of equipment, or if an issued item of equipment becomes unsatisfactory for its intended use, the employee must notify the immediate supervisor and may not proceed with the work until the proper protective equipment is obtained.
2. BRS shall furnish various items of protective equipment such as hard hats, goggles, safety vests, etc., in addition to certain tools as necessary to facilitate an on-the-spot correction. These items are company property and must be signed for and accounted for until they are returned.
3. Hard Hats
 - a. Approved hard hats shall be worn at all times on construction sites and shall meet the requirements of OSHA. They shall be nonconductive and the bill shall be worn in the front at all times. Alteration or modification to the hat or suspension is prohibited. Additional areas designated as hard hat areas may be identified during safety meetings and Phases of Control.
4. Safety Glasses
 - a. Eye Protection shall be worn at all times when in construction areas when there is danger of eye injury and shall meet the requirements of ANSI and OSHA. Safety glasses shall be worn by all personnel while cutting, grinding, chipping, etc. Clear lens safety glasses are required while working inside of buildings. Additional protection such as face shields shall be worn if there is a hazard of flying debris while chipping, grinding, etc. Chemical splash goggles and an apron or disposable coveralls shall be worn when handling chemicals, acids and caustics in which the MSDS requires their use. Additional eye and face protection shall be used as necessary to prevent eye and face injuries.
5. Hearing Protection
 - a. In compliance with the requirements of EM 385-1-1 Section 05.B, all employees with potential for noise exposure above 85 dB(A) shall be provided hearing protection. Employees shall be required to wear ear protection if the noise level is such that voices must be raised to hear a normal conversation. Additionally, workers in the close proximity of an operating generator will also be required to wear ear protection.
 - b. Testing will be conducted to determine sound pressure levels in areas suspected of dangerous, sustained noise. Permissible exposure limits will not be exceeded. At or above the level of 115



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dB(A), both plugs and muffs will be mandatory. The QC/Safety Manager will be responsible for implementing the requirements of this program.

6. Respiratory Protection

In compliance with the requirements of EM 385-1-1 Section 05.E and the respiratory protection program of Brown & Root Services, employees involved in activities requiring use of a respirator will be trained in the proper use of the equipment and all requirements. This includes proper selection, use, storage and maintenance of respirators, medical fitness, respirator fit-testing, periodic exposure assessment and monitoring, annual evaluation of this program and training. Respirators shall meet NIOSH or MSHA requirements. Any employees involved in field activities that require the use of a respirator will be fit-tested using either qualitative or quantitative fit-testing procedures. These employees will also be fit-tested annually, and required to have an annual medical evaluation to ensure that they are medically fit to wear respirators. The QC/Safety Manager will be responsible for the implementation of this program.

7. Clothing

Workers are expected to report to work in adequate and appropriate construction clothing. Long pants and a Tee Shirt, both in good condition, are the minimum acceptable. Muscle shirts, tank tops, and going shirtless are prohibited. Suitable heavy duty shoes or boots that protect the feet and ankles are required. Sneakers, running shoes and lightweight slippers are prohibited. Hair styles which create a hazard shall be adequately controlled.

F. SANITATION

Appropriate sanitation shall be exercised at all work sites, such as:

- Potable water shall be obtained from the existing domestic water supply in accordance with EM 385-1-1 Section 02.A.
- Disposable paper drinking cups from a covered dispenser shall be provided; receptacles for disposal of paper cups shall also be provided. All containers shall be kept in a clean, sanitary condition.
- Chemical toilets shall be provided if necessary on construction sites in required numbers and serviced in the manner prescribed by EM 385-1-1 Section 02.B.
- Washing facilities shall be provided if necessary on construction sites as required by EM 385-1-1 Section 02.C.

G. FIRE PREVENTION AND PROTECTION

1. Fire extinguishers shall be provided wherever necessary or required. All extinguishers shall be located, inspected, serviced and maintained in accordance with EM 385-1-1 Section 09.E. Inspections should be recorded on the inspection tag attached to each extinguisher or on a log documenting the extinguisher location and/or number.



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2. Work areas shall be kept free from combustibles and flammable liquids. Fire extinguishers shall be provided by the subcontractor for hot work and any use of flammable or combustible liquids. All flammable liquids shall be stored in F. M or U. L. approved Flammable Liquid Storage Cans which have spring loaded lids, flash arrest screens and venting capabilities. Only the quantity necessary for the job should be present in the work area. If the client provided fire extinguishers have been removed for extensive demolition or remodeling, BRS or the Subcontractor shall ensure that the proper number and location of fire extinguishers are present for that particular occupancy or type of work.
3. "Burn" or "Hot Work" permits shall be obtained from the appropriate authority for all welding and burning operations. Permits shall be obtained and posted on site prior to commencement of work. Additionally, when the operation is as such that normal fire prevention precautions are not sufficient, a fire watch shall be assigned.
4. No material shall be burned at the project site unless authorized by the facility. Only approved temporary heating devices shall be used. All flammable liquids including paints shall be handled and stored in a manner to conform to EM 385-1-1 requirements. Flammable solvents and liquids shall be stored in safety cans. Only the amount of flammable material to be used during the day or shift should be taken to the job site.
5. "No Smoking" signs shall be provided in and on all flammable material storage areas. The areas shall be kept under lock and key.
6. All work on facility fire protection systems shall be scheduled and coordinated with the Maintenance Control Section and the Fire Department.

H. HAZARDOUS MATERIALS

1. The provisions of 29 CFR 1910.1200, (Hazard Communication) shall be implemented (see section D). A material safety data sheet is required to be on-site prior to a hazardous material being brought on to any facility. Product containers are to be properly labeled. Likewise, BRS employees shall notify the Contracting Officer of all suspected hazardous materials that are encountered in the performance of work. Subcontractor personnel shall be trained in the hazards of the materials being used, and shall have immediate access to MSDS.
2. Any hazardous waste generated by BRS or its subcontractors will be properly labeled, stored and disposed of in compliance with the applicable Federal, State and Local Environmental Health/Safety regulations.
3. The QC/Safety Manager, QC/Safety Inspector or Task Order Manager will be responsible for acquiring appropriate Manifests signed by the designated representative. Under no circumstances shall BRS employees sign a hazardous waste manifest involving waste disposal, as the Originator is always the Government HAZMAT Rep.

I. ELECTRICAL TOOLS AND EQUIPMENT

1. Ground Fault Circuit Interrupters (GFCI) shall be used on all electrical tools and hand held electrical equipment in accordance with EM 385-1-1 Section 11.C.



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2. An assured grounding program may be substituted for GFCIs only if an exemption is specifically approved by the Government safety and health representative. All electrical tools shall be inspected daily and defective tools shall be removed from service.

J. TEMPORARY ELECTRICAL SERVICE

1. Temporary electrical service shall be installed and maintained to conform to all of the requirements of EM 385-1-1 Section 11.D, applicable provisions of the NESC and the NEC and applicable provisions of local or county codes.
2. Construction Equipment In addition to the above requirements, temporary wiring conductors for the operation of construction tools and equipment shall be either Type TW or THW contained in metal raceways or shall be hard usage or extra hard usage multi-conductor cord. Temporary wiring shall be secured overhead and shall not present a tripping hazard or an obstacle to equipment.
3. Circuit Protection All 15 and 20 amp outlets which are not a part of the permanent wiring shall be protected by ground fault circuit interrupters (GFCIs). All temporary electrical cords and electrical tools shall be GFCI protected. GFCIs shall be periodically tested to ensure proper operation.
4. Lockout / Tagout Energized electrical circuits shall be Locked and Tagged as applicable and as possible prior to employees working. Special attention shall be given to electrical demolition and maintenance or modifications to existing electrical systems. The requirements of EM 385-1-1 Section 12 and the Brown & Root Services Safety and Health Manual shall be followed. A site or job specific energy control procedure shall be established prior to conducting electrical work. A detailed Lockout / Tagout program is included in Section E of this *Accident Prevention Plan*.
5. Where required, appropriate warning signs shall be posted. All temporary components shall be plainly marked to indicate the maximum operating voltage. All circuits shall be protected against overload and be properly grounded.

K. EQUIPMENT

1. Before any machinery or mechanized equipment is placed in service by BRS or a subcontractor, it shall be inspected, checked and determined to be in safe operating condition. This includes reverse signal alarms, guards for moving parts, hot surfaces, overhead protection and roll over protective structures. Supervision shall verify that all equipment has been inspected and meets EM 385-1-1 Section 16 requirements.
2. Equipment shall be certified to be in a safe operating condition. Records of tests and inspections shall be maintained at the job site. Hoists, cranes, and rigging shall be inspected and maintained as required by the manufacturer and EM 385-1-1.
3. All operators shall be familiar with and qualified to operate their machinery/equipment. Ongoing inspections shall be made at such intervals as necessary to ensure a safe operating condition and proper maintenance. Any machinery or equipment found to be in an unsafe operating condition shall be tagged at the operator's position "Out-of-Service - Do Not Use," and its use prohibited until unsafe conditions have been corrected.



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4. Heavy equipment shall be inspected prior to use, using an approved checklist, when the equipment is first placed at the job site and whenever the equipment is demobilized and successively placed back on the BRS job site. The operator shall conduct a walk-around inspection of the equipment every day before work begins.
5. Inspections for determination of road conditions and structures shall be made to ensure that load capacities are safe for the passage or placing of machinery or equipment.
6. Platforms of all hoisting equipment shall be equipped with "broken cable" safety devices. Only persons who are fully qualified by experience and training in hoisting operations shall be used as a signalman when signaling is required.
7. Necessary traffic control, danger signs and instructional safety and health signs shall be installed where required.
8. Danger signs shall be prominently displayed as well as "Slow" and "Caution" signs and "No Smoking" signs. When operations are such that signs, signals, and barricades do not provide the necessary protection on or adjacent to a highway or street, flagmen or other appropriate traffic controls shall be provided. Flagmen shall have in their possession a certificate of completion of an approved flagging course. Flagging operations shall comply with the provisions of 29 CFR 1926.201.
9. All repairs on machinery or equipment shall be made at a location which will ensure safety of repair mechanics. Heavy machinery, equipment or parts thereof which are suspended or held apart by use of slings, hoists or jacks shall also be substantially blocked or cribbed before men are permitted to work underneath or between them. Bulldozer and scraper blades shall be lowered to rest when not in use.
10. Any guard or safety and health device removed or made ineffective shall be replaced or restored to safe operating condition immediately after completion of work that required its removal.

L. LIFTING

Lifting and material handling shall be conducted in a controlled manner with consideration given to proper lifting techniques, using mechanical means, and protecting against hand and back injuries. Lift with your legs and not your back. Never be afraid to ask for help when lifting.

M. VEHICLES

Only licensed drivers shall be allowed to operate vehicles. Seat belts shall be worn at all times when in vehicles. The speed limits shall be strictly observed. Traffic violations beyond a simple speeding ticket shall be reported to your supervisor. DUI's and suspended licenses shall be reported immediately.

Before loading, unloading or conducting any activities around a vehicle, the vehicle shall be placed in park or in gear, the vehicle shut off, and the parking brake set. On inclines, vehicles shall be chocked and the wheels turned into the curb. When being loaded or unloaded by a fork truck or other piece of equipment, the vehicle shall also be chocked. Passengers are not allowed to ride in the back of pickup



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trucks. Riding as a passenger on any equipment is prohibited unless the equipment has the safe capability of transporting personnel and was intended for such use.

N. LADDERS

All ladders shall be in a safe condition and shall have a 250 pound duty rating. Damaged ladders with broken rungs, split side rails or other defects shall not be used and shall be destroyed or removed from the project. Extension ladders shall be secured and shall extend a minimum of three feet above the upper working surface. Stepladders shall be used in the open position, and the top two steps shall not be used as a working surface. When ladders are used as working platforms, fall protection shall be used when working more than six feet from the ground. Fall Protection shall also be used when the ladder places the waist of a worker above an adjacent platform handrail and creates a fall hazard of a greater distance than to the level of the base of the ladder. Metal ladders are not authorized for electrical work or in and around exposed electrical systems. No work requiring lifting of heavy materials or substantial exertion will be done from ladders.

O. WALKING AND WORKING SURFACES

Walking and working surfaces shall be kept free of debris and other tripping hazards. All floor holes and floor openings shall be covered with a secure cover or barricaded, and shall be attended when open for work. Caution tape or flagging is not a barricade. Guardrails which meet EM 385-1-1 requirements shall be used to protect wall openings and platforms four feet or greater above the adjacent surface.

P. ERGONOMICS

All employees, field and office, will be trained in Ergonomics. This will include various aspects of Ergonomics, such as Anatomy, symptoms and corrective actions against Cumulative Trauma Disorders (CTDs), Carpel Tunnel Syndrome (CTS), proper lifting techniques for field and office work, proper use of Video Display Terminals (VDTs) in offices, Illumination, proper and timely use of mechanical equipment to avoid any ergonomics related problems, indoor air quality, etc. The Safety Manager will be responsible for conducting ergonomics evaluations for field and office tasks, and management will be responsible for the implementation of corrective actions.



Accident Prevention Plan

A. CONTRACTOR

Brown & Root Services

B. CONTRACT NUMBER

Task Order 31

C. PROJECT NAME

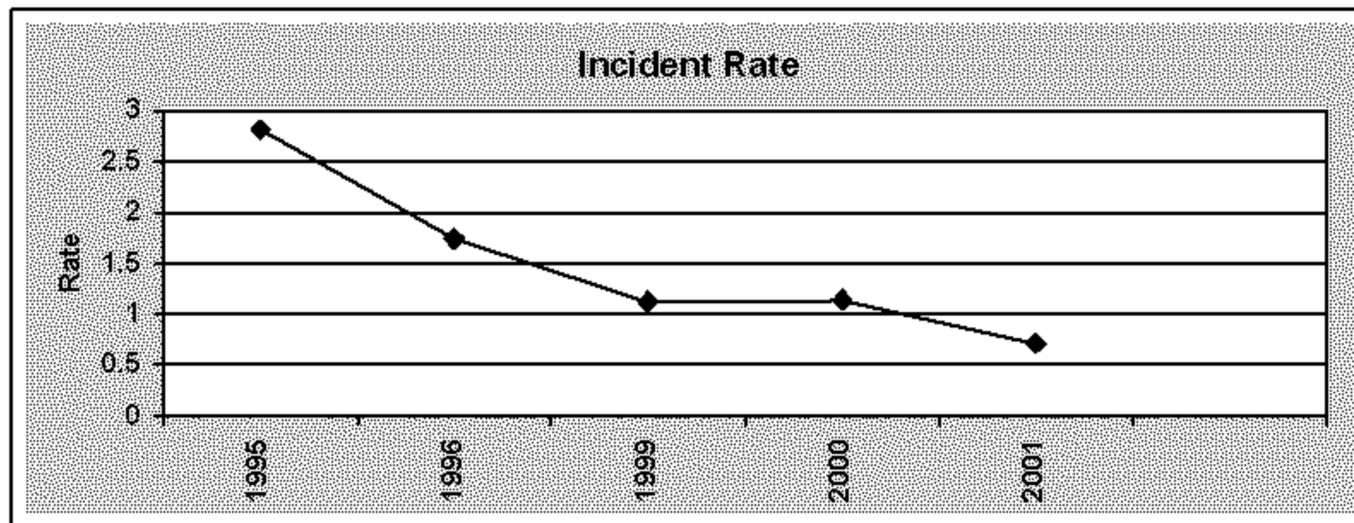
LOCAP

D. PROJECT DESCRIPTION

This project involves the recovery, restoration, and operation of the Iraqi oilfields. The work involves damage assessment; demolition, restoration and construction planning; demolition, restoration and construction execution, and operations. Work locations will include wellheads, pipelines, GOSP's, tank farms, terminals and refineries.

E. ACCIDENT EXPERIENCE

EMR 2001 = 0.53
 2000 = 0.49
 1999 = 0.48



F. PHASES OF WORK REQUIRING AN ACTIVITY HAZARD ANALYSIS

Before beginning each activity involving any type of work presenting hazards, activity hazard analyses shall be prepared. Under this contract, Brown & Root Services shall prepare an activity hazard analysis prior to each phase of work.

Phases of Work:

- Access to Work Areas
- Inspection and Assessment of Existing Facilities
- Inspection and Assessment of Damaged Facilities



Accident Prevention Plan

Section 2 - Background Information

Task Order 31

Pre-construction and repair conferences to include work area access requirements
Mobilization of resources
Fabrication and Purchase of Materials
Excavation
Well Repair and Start Up
Repair of Existing Facilities and Equipment
Installation of New Equipment
Control of Hazardous Energy (Lockout/Tagout)
Confined Space Program for air monitoring in confined spaces
Water and boat safety to include watchman, lifejackets, safety lines and barricades
Lifting and Hoisting
Pressure Testing
Final inspections
Operations of Facilities



Accident Prevention Plan

A. PURPOSE

To describe the Brown & Root Services (BRS) Health, Safety and Environmental (HSE) policy, principles, and objectives.

B. POLICY

BRS will ensure a safe, healthy and environmentally friendly work place for all Company employees and to those who work with the Company by continually reducing accidents, injuries, illnesses and environmental incidents.

C. PHILOSOPHY AND PERFORMANCE PRINCIPLES

1. Management believes safety can no longer be viewed as a priority that can be ranked in a vertical order of importance but must be looked upon as a value that is inherent in every part of our operation. Further, we believe our most important assets are the people who perform the work and nothing is more important than providing a safe and healthful environment in which to work.
2. In carrying out this policy, it is clear the only acceptable level of performance is to be **“Incident Free”** on all of our worksites each and every day. We believe that such performance is achievable with full commitment and diligent effort by each and every employee in the business unit.
3. Creation of an **“Incident Free”** environment within our business unit requires a thorough understanding and complete acceptance of the following principles:
 - a. Employee safety and health, as well as protection of the environment, **must be viewed as values we hold** that adhere to every facet of our operation. HSE **must not be viewed as a priority** that can be arranged in order of importance when others bring pressure to bear to place more importance on another aspect of our business.
 - b. HSE leadership creating an **“Incident Free”** business unit must exist independent of individual personalities or single objectives.
 - c. Only projects free from incidents and the resulting injuries or environmental damage can be expected to be consistently productive and profitable. The only acceptable performance is **“Incident Free”**.
 - d. Each and every employee must, regardless of position, accept and wholeheartedly execute their responsibility for HSE.
 - e. Through proper training, planning and compliance with state of the art HSE processes and practices, all accidents can be prevented.



Accident Prevention Plan

- f. With proper planning and foresight, all project hazards can be eliminated before an accident can occur.

D. OBJECTIVES

1. We will maintain a prevention-based process for HSE that results in the Company being the recognized leader in the safe engineering, construction, operation and maintenance of plants for all clients. Management recognized its responsibility for promoting the highest standards of HSE and is committed to developing and maintaining appropriate systems, procedures and plans to achieve the mission and objectives of this policy. Specifically, we are committed to the following objectives:
 - a. To continually reduce accidents, injuries, illnesses and environmental incidents with a goal of being incident and injury free and set meaningful HSE performance targets that are measurable and monitor progress against these goals for continuous improvement.
 - b. To be a recognized leader in HSE performance, both in our work place, in plant design, by our clients, the general public, and applicable government agencies.
 - c. To encourage a sense of public spiritedness in regard to the environment, in our employees, clients, subcontractors, and suppliers.
2. The Company will comply with all HSE laws and regulations and will manage environmental performance in a manner similar to our health and safety performance. To ensure employee HSE performance in all areas of operations, management at every level is committed to the following actions:
 - a. Provide sufficient resources and training where required to ensure a high level of HSE performance and to foster HSE awareness and responsibility.
 - b. Make HSE excellence an uncompromising value in the design, construction, operations/maintenance, and management of our projects.
 - c. Support efficient development and use of natural resources and practice conservation of these resources.
3. Management, staff and supervisory personnel set the stage for “**Incident Free**” performance by their commitment and way of being about safety.
 - a. Personnel in these positions must be accountable for uncompromising support of the process and must never present any circumstance as an exception to their commitment.
 - b. Personnel in these positions shall go out of their way to acknowledge positive performance, to find potential for process improvements, to elicit feedback on the safety process for each and



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Accident Prevention Plan

Section 3 – Statement of Safety and Health Policy

Task Order 31

every employee and to ensure the dignity and respect of each and every employee are not compromised.

- c. By enthusiastic support and implementation of this policy, an environment can be created in which all accidents can be prevented and our goal of **“Incident Free”** is a daily reality.



Accident Prevention Plan

A. PURPOSE

This section of the Accident Prevention Plan describes lines of authority, responsibility, and communication as they pertain to health and safety functions at this site. The purpose of this section is to identify the personnel who impact the development and implementation of the site accident prevention plan and to describe their roles and responsibilities. This section also identifies other contractors and subcontractors involved in work operations and establishes the lines of communication among them for safety and health matters.

B. GENERAL

1. All personnel and visitors involved in this plan must comply with the requirements of this accident prevention plan. The specific responsibilities and authority of management, safety and health, and other personnel on this site are detailed in the following paragraphs. HSE and Loss Prevention are line management responsibilities and the condition of employment for all persons assigned to the project.
2. Each employee shall be familiar with their role and those of their subordinates and aggressively ensure compliance with these requirements. These are minimum requirements and may not reflect all legal and Company requirements for safety.

C. ROLES/RESPONSIBILITIES

1. Project Manager (PM)

The Project Manager has responsibility and authority to direct all work operations. He reports directly to the Program Manager. The Project Manager coordinates safety and health functions with the plan HSE manager, and has the authority to oversee and monitor the performance of the site safety and health, and bears ultimate responsibility for the proper implementation of this accident prevention plan. The plan HSE manager reports functionally to the Project manager and administratively to the Global HSE manager. The specific duties of the Project Manager are:

Preparing and coordinating the site work plan; coordinating safety and health efforts with the plan HSE manager; ensuring effective emergency response; serving as the primary site liaison with public agencies, officials, and site contractors.

The following chart lists the Project Manager and Program Manager for the plan:

Name	Location
John Downey	Program Manager, LOGCAP, 4100 Clinton Dr. Houston, TX
Bob Reeves	Project Manager, Task Order 31, 4100 Clinton Dr. Houston, Tx.



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Accident Prevention Plan

Section 4 – Responsibilities and Lines of Authorities

Task Order 31

2. Identification of Other Site Contractors.

The other contractors and subcontractors on site who could be affected by the tasks and operations associated with this accident prevention plan are listed below:

Company	Function	Location
To Be Determined		

Specific safety and health requirements for subcontractors and suppliers may be found in section 5 of this accident prevention plan.



Accident Prevention Plan

Section 5 – Subcontractors and Suppliers

Task Order 31

A. TASK SPECIFIC SUBCONTRACTORS

Company	Function	Location
To be Determined		

B. GENERAL SAFETY POLICY

1. Prior to the start of work, each subcontractor is required to meet with the Project Manager. At this meeting, the owner's and contractor's HSE policies and procedures shall be outlined.
2. Each subcontractor must actively promote safe work performance on the part of all employees. Site supervisors shall participate in and implement such activities as safety meetings, safety inspections and safety recognition programs. It is expected that the subcontractor will have written safety and health procedures and conduct their own accident prevention program that meets these minimum requirements.

C. HAZARDOUS WORK PLANS

Each subcontractor must develop and have available for review, written, detailed plans to safely perform hazardous work as required by the EM 385-1-1. This includes deep excavations or trenches, confined space entry, tank cleaning, hazardous waste disposal, etc. The responsible subcontractor must plan for and have all equipment, materials and personnel necessary to perform the work safely.

D. EXPECTATIONS GOALS/OBJECTIVES

1. BRS requires that subcontractors place the highest importance on safety at all times during the performance of the work on site.
2. The subcontractor shall fully participate in and cooperate with all safety and health programs and shall provide all statistics, information, training and education in safety required by such programs.
3. The overall safety and health goal for the project is to be incident and injury free.

E. COMPLIANCE WITH SAFETY RULES

1. The subcontractor shall at all times comply with, and ensure that its employees, agents and subcontractors comply with all safety and loss prevention rules and regulations.
2. Specifically, the subcontractor shall comply with the provisions of the contractor, the EM 385-1-1, the requirements of the Occupational Safety and Health Act of 1970, as amended, and all related requirements.

F. FAILURE TO COMPLY

1. Should the subcontractor fail to comply with the requirements of this document and related writings, the contractor shall notify subcontractor verbally and/or in writing.



Accident Prevention Plan

Section 5 – Subcontractors and Suppliers

Task Order 31

2. The subcontractor shall, upon being advised of its noncompliance, immediately take all corrective action to comply.
3. In the event, the subcontractor fails to initiate prompt corrective action; the contractor may take any or all actions provided for in the contract terms and conditions necessary to achieve compliance. Costs incurred by the subcontractor as a result of such actions shall be for the subcontractor's account.

G. DISCIPLINARY PROGRAM

1. The subcontractor shall have in place a written disciplinary program.
2. Each employee is considered a valuable asset and must be afforded the opportunity to be informed of the supervisor's expectations and requirements relative to their behavior and performance on the job.
3. The intent of these guidelines is to provide a framework for utilization by supervisory personnel at such times when an employee's behavior dictates positive reinforcement or disciplinary action. It is imperative that these guidelines be administered fairly and consistently with regard to all employees.

H. LOSS PREVENTION PROGRAM

1. The subcontractor shall have an established, written safety and health program. The program must be submitted to the contractor representative for review and approval prior to contract execution. The program shall contain their company's safety and health policies and procedures in addition to their procedures for implementing project requirements. The program shall address the particular safety hazards of the work to be performed.
2. The safety and health program must meet the minimum criteria contained in EM 385-1-1.



Accident Prevention Plan

Section 6 – Training

Task Order 31

A. PURPOSE

To describe most of the basic types of safety and health information and training all employees, supervisors and subcontractors are provided prior to the start of work and throughout the project.

B. POLICY

1. BRS requires that each employee and supervisor be trained in the potential hazards that may exist on a jobsite, the known hazards that exist and the procedures to be followed to perform all work safely. This requirement can be met through verification of previous experience or on the job orientation and training.
2. All supervisors shall be trained in their responsibilities and the safety activities they are expected to perform. They are responsible to train their employees.

C. ORIENTATION

1. The project orientation program for employees and supervisors includes all new employees regardless of the number of years worked in the industry. It covers every person new to the company, new to a particular project site or only new to a work crew. The orientation is given before employees or subcontractors begin work. The following items shall be covered:
 - a. **Accident and Hazard Reporting.** All injuries, accidents and safety hazards shall be reported to your supervisor, the Safety Manager or the Project General Manager immediately. Failure to report injuries and accidents immediately is grounds for disciplinary action up to and including termination.
 - b. **Personal Protective Equipment.** Approved hard hats shall be worn by all personnel when in construction and other work areas. Other items necessary for safety or protection shall be issued as required. Long pants, a short sleeve shirt and acceptable "construction grade" shoes or boots are required for safety. Sneakers, sandals, athletic shoes and other light duty footwear are not acceptable. Hair styles which create a hazard shall be adequately controlled. Additional protection such as face shields shall be worn when cutting, grinding or chipping; and chemical splash goggles shall be worn when handling chemicals, acids and caustics in which the MSDS requires them used.
 - c. **Lifting.** Lifting and material handling shall be conducted in a controlled manner with consideration given to proper lifting techniques, using mechanical means and protecting against hand injury. Never be afraid to ask for help when lifting.
 - d. **Vehicles.** Only licensed drivers shall be allowed to operate vehicles. Seat belts shall be worn at all times when in vehicles. The speed limit shall be strictly observed. Traffic violations beyond a simple speeding ticket shall be reported to your supervisor. DUI's and suspended licenses shall be reported immediately.
 - e. **Electrical Tools and Equipment.** Ground Fault Circuit Interrupters (GFCI) shall be used on all electrical tools and hand held electrical equipment. An assured grounding program may be



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Section 6 – Training

Task Order 31

substituted for GFCI's, only if specifically allowed by the BRS Project Safety Manager. A subcontractor must demonstrate that his/her assured grounding program is in place and is effective. All electrical tools shall be inspected. Defective tools shall be removed from service.

- f. **Hand Tools.** All tools used shall be in safe and good working condition. Defective or damaged tools shall be removed from the job site. Examples are hammers with loose or split handles and guards missing on saws or grinders.
- g. **Fall Protection.** Employees must be trained in the hazards and control measures associated with working at heights six feet and higher. For each specific project, each subcontractor shall submit an Activity Hazard Analysis which specifies the control measures to be used to protect personnel who may be exposed to fall hazards in accordance with 29 CFR 1926.500, Subpart M-Fall Protection.
- h. **Ladders.** All ladders shall be in a safe condition and have a 250 pound duty rating. Damaged ladders with broken rungs, split side rails or other defects shall not be used and shall be destroyed or removed from the job site. Extension ladders shall be secured and shall extend a minimum of three (3) feet above the upper working surface. Stepladders shall be used in the open position, and the top two steps shall not be used to stand on. Fall protection shall be used for ladders when working more than six (6) feet from the ground. Fall protection shall also be used when the ladder places the waist of a worker above an adjacent platform handrail and creates a fall hazard of a greater distance than to the level of the base of the ladder.
- i. **Walking and Working Surfaces.** Walking and working surfaces shall be kept free of debris and other tripping hazards. All floor holes and floor openings shall be covered with a secure cover or barricaded, and shall be attended when open for work. Caution tape or flagging is not a barricade. Guardrails, which meet OSHA requirements, shall be used to protect wall openings and platforms four (4) feet or greater above adjacent surface.
- j. **Scaffolding.** All scaffolding and work platforms shall be erected, maintained and dismantled in accordance with OSHA requirements. Scaffolding shall be fully X-braced on both sides. Scaffold grade lumber shall be used for all supports and planks. The platform shall be fully planked with all boards properly overlapped and cleated or secured. Every scaffold shall have a complete OSHA specified guardrail system, including a handrail, midrail and toeboard.

There must be a competent person who will supervise the scaffolding erection and subsequent work, and shall inspect scaffolding each day before work begins. Written proof of competency such as a certificate of training completion shall be submitted before scaffold work takes place. No scaffold work will be allowed without the competent person present. Incomplete or modified scaffold shall not be used, and shall be tagged to prevent use. Specialty scaffolds, missing handrails for clearance purposes, shall be tagged with the appropriate fall protection precautions, and personnel shall be trained and familiar with their assigned fall protection equipment.

- k. **Excavation.** All work involving excavations (even those less than five feet deep) shall be conducted in accordance with the requirements of OSHA 29 CFR 1926.652. Prior to the start of any excavation work, a competent person must be designated to oversee the excavation.



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Written proof of competency such as a certificate of training completion shall also be submitted. No trenching or excavation work shall be conducted without the competent person present. This competent person shall inspect the excavation for safety each day before work begins and assess for proper protective systems based on hazards and soil type. There shall be a minimum of two (2) means of egress from each excavation.

- I. **Demolition.** Prior to starting demolition operations, an engineering survey shall be made by a competent person in accordance with 29 CFR 1926.850 Subpart T-Demolition.
- m. **Hoisting Equipment.** All cranes shall have a current certification sticker from an independent crane certification company, or there must be objective evidence that the crane's inspection and maintenance program meets or exceeds OSHA requirements. Daily and periodic inspections shall be conducted during the crane's use on the project as required by OSHA and the crane's manufacturer. These inspections shall be documented. Slings, chokers, wire ropes and other rigging shall be in good condition and shall be inspected prior to each use. Personnel conducting inspections shall be qualified and able to detect signs of unsafe or damaged rigging. Inspections shall be conducted in accordance with 29 CFR 1926.251 Subpart H. Never exceed the Safe Working Load of the weakest component.
- n. **Hazard Communication.** Subcontractors who use hazardous materials and chemicals shall maintain a written hazard communication program. Material containers shall be labeled as to contents and hazards. MSDS shall be available, on-site, for review by employees. Workers shall be trained in the hazard communication program.
- o. **Training.** Training must be provided as required by OSHA and the Corp of Engineers EM 385-1-1. Training must be documented, retained and available for inspection. OSHA training includes, but is not limited to the following:

Ladders, scaffolding, excavation, hazard communication, respiratory protection equipment, powder actuated tools, hearing conservation, confined space entry, cranes and rigging, fall protection, hazard recognition and OSHA standard requirements.
- p. **Fire protection and prevention.** Work areas shall be kept free from combustibles and flammable liquids. Fire extinguishers and a qualified person designated as a "fire watch" shall be posted at all blind spots during hot work operations. Fire extinguishers shall be provided during use of flammable or combustible liquids, or at the location of storage of same. Fire extinguishers need to be provided even if customer existing extinguishers are present. All flammable liquids shall be stored in F.M. or U.L. approved flammable liquid storage cans which have spring loaded lids, flash arrest screens and venting capabilities. Only the quantity necessary for the job should be present in the work area. Never begin hot work activities, without obtaining a hot work permit and/or work clearance from BRS.
- q. **Housekeeping.** Good housekeeping practices shall be maintained on all BRS work sites. Roll up extension cords and sweep areas of trash and debris before leaving for the day. Supervisor's shall conduct a final walk-through of the job site before leaving, to inspect for any tripping, foot penetration or fire hazards.



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- r. **Drugs, Alcohol and “Horse Play.”** The use of drugs, alcohol and “horse play” on the job by any personnel is strictly prohibited. If influence of drugs is suspected, Urinalysis testing may be required and administered by the BRS HSE Manager or other BRS designated person(s).
2. The goal of the standardized safety and health orientation is:
 - a. Set minimum standards and requirements for completion.
 - b. To ensure a consistent approach to a quality orientation.
 - c. To help ensure conformance to project/client safety and health policies and procedures.
 - d. To meet OSHA requirements.

D. EDUCATION/TRAINING

1. Tool Box Safety Meetings

Governmental regulations require that the Company establish employee safety education and training programs. Our method of complying with this requirement is to conduct Tool Box Safety Meetings with all employees at least every week. A record of each Tool Box Safety Meeting is kept and retained in the project site safety files. During the meeting, a supplementary attendance sheet is circulated for signatures. General supervisors and staff are required to attend on a regular basis to evaluate the supervisor and his training efforts and to show support for the safety and health program. Guidelines to follow when planning a Tool Box Meeting are:

- a. All members of the work force must attend.
- b. It is held weekly.
- c. The meeting is scheduled so as not to interfere with the project work.
- d. The topics for discussion must pertain to accident prevention matters only.
- e. Point out unsafe acts, practices or conditions that have been observed in the project area and delegate corrective measures, if applicable.
- f. Review recent injuries or accidents in the project area, why they happened and what is to be done to prevent recurrence.
- g. Encourage employee suggestions and discussion.
- h. Brief the employees on new types of equipment in the area, with specific reference to their capabilities and safeguards.
- i. Use the results of area accident prevention inspections, provided by the respective HSE Supervisor, for relative discussion topics.



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- j. Request that the respective HSE Supervisor assist in providing topics for discussion and further assist in the presentation of the Tool Box Safety Meetings periodically.
- k. Information on technical matters such as procedures for confined space entry, hazards of toxic chemicals in use, lift capabilities of specific lifting devices, etc., must be requested from the HSE Supervisor.

4. Supervisor Safety Meetings

The supervisor safety meeting is conducted by the project manager or designee. The material presented at this meeting is prepared in advance and reviewed for accuracy, completeness and relativity to current project operations. The preparation of the material and topics for discussion is to be a joint effort shared between the project managers and the HSE Supervisor. Topics that may be considered for discussion are:

- a. A review of all project injuries and accidents for the past month to determine area requiring attention or undesirable trends developing that require immediate corrective actions.
- b. Information on accidents having recently occurred in the industry that may apply to current or future project operations.
- c. Changes in government regulations that may have a profound effect on project operations or specific procedures currently in place.
- d. Discussions indicating precautionary measures that may be required for a specific operation.
- e. Pointing out unsafe practices observed.
- f. Results of the past months' accident prevention inspection and status.
- g. Determining whether members of the group have comments on unsafe equipment, conditions or practices.
- h. Dissemination of information brought to the attention of any supervisor present by area supervisors in regard to accident prevention.
- i. Ensuring that personal protective equipment is suitable for activities currently being conducted and available in sufficient quantity.
- j. Reviewing first aid and emergency procedures to ensure that everyone is up to date on any changes.
- k. A record of each supervisor's safety meeting is made and kept in the project file. OSHA compliance officers look for evidence of employee safety educational training programs. The completed forms as previously described show evidence of each project site's program.



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E. EMERGENCY RESPONSE TRAINING

All employees will be trained in the emergency response requirements of the project location. The following elements at a minimum shall be covered:

- Personnel roles, lines of authority and communication.
- Emergency recognition and prevention
- Evacuation routes and procedures
- Emergency medical treatment and first aid;

F. MANDATORY TRAINING

TRAINING TYPE	ASSESSMENT FREQUENCY	TRAINING FREQUENCY
New Employee Training & Orientation	Upon Assignment	Upon Assignment
Employee Emergency Plans	Monthly/Periodic	Upon Assignment/Periodic (As Plan Changes)
Fire Prevention Plans	Monthly/Periodic	Upon Assignment/Periodic (As Plan Changes)
Hazard Communication	Upon Assignment	Periodic (As Plan/Conditions Change)
Employee Access to Medical Records	Upon Assignment	Annually
Fall Arrest System	Upon Assignment	Upon Assignment
Occupational Noise Exposure	Upon Assignment	Annually
PPE	Periodic	Upon Assignment
Respiratory Protection	Upon Assignment	Annually
Confined Space Entry	Upon Assignment	Periodic (As Plan/Conditions Change)
Control Of Hazardous Energy	Upon Assignment	Periodic (As Plan/Conditions Change)
Portable Fire Extinguishers	Upon Assignment	Annually
Electrical	Upon Assignment	Periodic



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Section 7 – Safety and Health Inspections

Task Order 31

A. PURPOSE

To set minimum inspection intervals required for safety equipment, motorized equipment, electrical cords and tools, lifting equipment, etc. These inspections are made by Competent Persons designated in writing.

B. DAILY VISUAL INSPECTIONS

1. Ladders
2. Tools
3. Vehicles and equipment
4. Fall protection equipment
5. All welding, burning and cutting hoses and leads

C. WEEKLY WRITTEN INSPECTIONS

1. Project Managers shall conduct weekly safety and health oversight evaluations of all work sites. All evaluations shall be documented, including the date of the inspection, inspector's name, findings, recommendations and follow-up of previously identified findings.
2. The safety inspection checklists for this task order are included in the following pages.

CONFINED SPACES			
Contract Name and Number:	Contractor/Subcontractor:		
Government Inspector:	Location:		
Contractor Inspector:	Date:		
	Yes	No	N/A
1. Has the site been evaluated for confined spaces by a designated competent person? (06.I.01)			
2. Is a list of confined spaces maintained on site? (06.I.01b)			
3. Have all permit-required confined spaces (PRCS) been identified with a sign? (06.I.01c)			
4. Are confined spaces reevaluated whenever they or their characteristics change in a way that could lead to reclassification as a PRCS? (06.I.01d)			
5. Do the entrants, attendants, supervisors, and contractors fully understand their duties? (06.I.02)			
6. Have all employees with potential entry into a PRCS been notified of the existence, location, and hazards of the space? (06.I.03)			
7. Is there a written PRCS program? (06.I.04)			
8. Has the designated authority developed and implemented a system for preparation, issuance, use, and cancellation of PRCS entry permits? (06.I.05a)			
9. Have plans and procedures been developed and implemented for summoning rescue and emergency services? (06.I.05b)			
10. Has the designated official developed and implemented procedures to coordinate entry operations when more than one work crew are authorized entry? (06.I.05d)			
11. Have all employees been instructed not to enter PRCSs without the proper permit and without following the procedures and practices outlined in the permit? (06.I.06a)			
12. Have employees required to enter PRCSs or act as an attendant or entry supervisor been trained to acquire the understanding, knowledge, and skills necessary for the safe performance of their assigned responsibilities and duties? (06.I.06b)			
13. Has each member of the on-site rescue team/emergency practiced making PRCS rescues at least once every 12 months? (06.I.09b)			
14. Has the off-site rescue/emergency service been informed of the hazards they may confront and been provided access to all permit spaces from which rescue may be necessary? (06.I.10)			
15. Are retrieval systems or methods used whenever an authorized entrant enters a PRCS, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant? (06.I.11)			
Comments:			

This checklist is based on EM 385-1-1, dated 3 September 1996.

CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)			
Contract Name and Number:	Contractor/Subcontractor:		
Government Inspector:	Location:		
Contractor Inspector:	Date:		
	Yes	No	N/A
1. Has the hazardous energy control plan been submitted to the designated authority for acceptance? (12.A.02)			
2. Do systems with energy isolating devices which are capable of being locked out, utilize locking devices to control hazardous energy? (12.A.06a)			
3. If locking devices are not used, have the following criteria been met: (12.A.06a(1)-(3))			
The use of locking control devices would entail burdens that exceed any advantage to the use of tag out devices?			
The use of tag out devices will provide full employee protection			
All affected employees can and will be informed that tag out is being used in lieu of lockout			
4. Does the aforementioned plan clearly and specifically outline the scope, purpose, authorization, rules and techniques to be utilized? (12.A.07b)			
5. Has training been conducted to ensure employees understand the hazardous energy procedures and possess the knowledge and skills required for the safe application, usage, and removal of energy controls? (12.B.01)			
6. Have daily inspections been conducted and documented to ensure all requirements of hazardous energy procedures are being followed? (12.C)			
7. Are lockout and tag out devices capable of withstanding the environments to which they are exposed for the maximum period of time the exposure is expected and do they identify the employee applying the device? (12.D.01)			
8. In addition to the requirements established in 12.D.01, are lockout devices substantial enough to prevent removal without the use of excessive force or unusual techniques? (12.D.02)			
9. Do tag out devices meet the following requirements: (12.D.03a-d)			
Have a standardized (within a project) print or format			
Be constructed and printed so that exposure to weather conditions, wet or damp locations, or corrosive environments will not cause the tag to deteriorate or the message to become illegible.			
Attached by means which are: non-reusable; substantial enough to prevent removal; attachable by hand; self-locking; non-releasable, with a minimum strength 50 lbs. and, be at least equivalent to a one-piece, nylon cable tie.			
Warn against the hazardous condition resulting from system energization and include a legend such as DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE, etc.			
Comments:			

This checklist is based on EM 385-1-1, dated 3 September 1996.

HOUSEKEEPING/SANITATION			
Contract Name and Number:		Contractor/Subcontractor:	
Government Inspector:		Location:	
Contractor Inspector:		Date:	
	Yes	No	N/A
1. Does the site have an adequate supply of drinking water? (02.A.01)			
2. Are only approved potable water systems used for distribution of drinking water? (02.A.02)			
3. Are portable drinking water dispensers designed, constructed, and serviced to ensure sanitary conditions; capable of being closed; and equipped with a tap; and are containers clearly marked as to their contents? (02.A.04)			
4. Is use of a common cup prohibited? (02.A.06)			
5. Are outlets dispensing nonpotable water conspicuously posted with warning labels? (02.A.07a)			
6. When sanitary sewers are not available have chemical, recirculating, combustion, or other toilet systems as approved by state/local government been provided? (02.B.01)			
7. Are toilet facilities constructed that the occupants are protected against weather or falling objects; all cracks sealed; and the door tight-fitting, self-closing, and capable of being latched? (02.B.03)			
8. Are provisions in place before placing toilet facilities into operation for the routine servicing and cleaning of all toilets and sewage disposal? (02.B.08)			
9. Have washing facilities been provided as needed to maintain healthful and sanitary conditions? (02.C.01)			
10. Whenever employees are required to shower, have the showers been provided with one shower for every 10 employees of each sex; body soap; hot and cold running water; and individual clean towels? (02.C.03)			
11. Are all food and beverages prohibited from being consumed in toilet rooms or in any area exposed to toxic materials? (02.D.03)			
12. Are work areas and means of access maintained and kept safe and orderly? (14.C.01)			
13. Are daily inspections conducted in work area for adequate housekeeping? (14.C.01b)			
14. Are all stairways, passageways, gangways, and accessways kept free of materials, supplies, and obstructions at all times? (14.C.02)			
15. Is form and scrap lumber and debris kept cleared from work areas and accessways in and around building storage yards and other structures? (14.C.07)			
16. Are storage and construction sites kept free from the accumulation of combustible materials? (14.C.09)			
Comments:			

This checklist is based on EM 385-1-1, dated 3 September 1996. Use of this checklist is optional.

PERSONAL PROTECTIVE EQUIPMENT			
Contract Name and Number:		Contractor/Subcontractor:	
Government Inspector:		Location:	
Contractor Inspector:		Date:	
	Yes	No	N/A
1. Do employees wear clothing suitable for the weather and work conditions? The minimum for field work is a short sleeve shirt, long trousers and leather or protective work shoes or boots. (05.A.07a)			
2. Is protective footwear, like rubber boots, and steel-toed boots worn? (05.A.08)			
3. Do persons exposed to vehicular or equipment traffic, including signal persons or spotters wear apparel marked with reflectorized or high visibility material? (05.A.11)			
4. Is overhead protection provided where the public or workers are subject to injury from falling objects? (05.A.12)			
5. Are workers prohibited from working above or in positions exposed to protruding reinforcing steel or other impalement hazards unless provisions have been made to eliminate the impalement hazard? (05.A.13)			
6. Is eye and face protection provided when machines or operations present potential injury from physical, chemical, or radiation agents? (05.B.01)			
7. Do persons considered to be blind in one eye wear safety spectacles with side shields on the job? (05.B.03)			
8. Are personal ear protection devices equivalent to the combination of earplugs and ear muffs available and used when sound-pressure levels exceed 115 dB(A) steady-state? (05.C.04)			
9. Are noise hazard areas marked with caution signs? (05.C.07)			
10. Are all person working in or visiting hard hat areas provided with and required to wear protective headgear? (05.D.01)			
11. Has a respiratory protection program been developed when respiratory protective equipment is required? (05.E.01)			
12. Is the compressor used to supply breathing air constructed and situated in a way to avoid entry of contaminated air into the supply system? (05.E.16)			
13. Do all personal fall arrest systems prohibit body belts? Body belts are used for positioning only. (05.F.01)			
14. Are personal floatation devices (PFD) provided to and worn by all persons, except when in an enclosed cabin or protected by guardrails, or wherever there is a drowning hazard? (05.I.01)			
15. Is at least one skiff immediately available at locations where employee work over or immediately adjacent to water? (05.J.01)			
Comments:			

This checklist is based on EM 385-1-1, dated 3 September 1996.

PROGRAM MANAGEMENT			
Contract Name and Number:	Contractor/Subcontractor:		
Government Inspector:	Location:		
Contractor Inspector:	Date:		
	Yes	No	N/A
1. Has all machinery or mechanized equipment been inspected and tested before being placed in use? (16.A.01)			
2. Has the accident prevention plan been submitted and accepted by the Government? (01.A.07)			
3. Are daily safety inspections conducted and documented by quality control personnel? (Daily reports should have a variety of relevant safety comments.) (01.A.08b)			
4. Are employees provided with safety and health indoctrination and training? (01.B.01)			
5. Are safety meetings conducted and documented, do they review the ongoing or upcoming phases of work? (01.B.03)			
6. Has a hazard communication program been implemented? (01.B.04)			
7. Is a daily record of all first aid treatments (OSHA Form 200) not otherwise reportable, maintained on prescribed forms? (01.D.04)			
8. Are emergency plans prepared in writing and reviewed to ensure employee safety in the event of fire or other emergency? (01.E.01)			
9. Are emergency telephone numbers and reporting instructions conspicuously posted for ambulance, physician, hospital, fire, and police? (01.E.05)			
Comments:			

This checklist is based on EM 385-1-1, dated 3 September 1996.



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Section 8 – Safety and Health Expectations, Incentive Programs, and Compliance

Task Order 31

A. PURPOSE

To describe the external methods that are the keys to stimulating, overcoming or re-directing internal forces to achieve safe project performance and maintain or improve productivity.

B. GENERAL

1. It is Brown & Root Services policy to provide a positive, safe environment for our workforce and it is our goal to achieve an accident-free environment.
2. Employees are motivated by various forces and situations in their lives. There are strong internal motivations and external forces propelling each of us.
3. The key is achieving full participation of the workforce in our safety and health process and this is attained through proper communication of requirements and information necessary for employee job satisfaction.
4. It is also achieved through positive recognition and reward for achievements, outstanding efforts and meeting of safety and health targets and Company goals.

C. PROCEDURES

1. Communication and Recognition
 - a. A company newsletter is issued on a periodic basis to keep all employees informed on the progress of the project, the safety and health record and achievement of goals, consistent superior performers, both in safety and productivity, etc.
 - b. The use of safety incentives, employee/crew of the month recognition, the participation of employees in suggesting improvements to the safety and health program and the work processes are all used to help motivate employees to do their best.
2. Perception Surveys
 - a. This is a tool to elicit employee, supervision and management perceptions and views on the safety and health process in place, what they feel about the effectiveness of programs in use and whether it is a positive or negative perception.
 - b. Answers to a variety of questions in different categories, correlated by role or position of the employee can give new insight into how well our programs are received and their effectiveness.
 - c. Using a set of survey questions and scoring methodology as an initial basis, a set of questions are developed, tailored to the project or location. It is then presented to a representative random sampling of craft employees, clerical, foremen, middle managers and senior managers. The answers are correlated and analyzed. These analyses are used to identify problem areas.



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- d. Safety and health program areas with wide differences in perceived effectiveness by different position levels must be reviewed with each group to ascertain reasons for the gap and a plan for corrective action developed.

D. ROLES/RESPONSIBILITIES

Project Management is responsible for planning and implementing the program.



Accident Prevention Plan

A. PURPOSE

This procedure should be followed to ensure that incidents involving Company employees and/or property are properly investigated to determine the causes and the corrective measures necessary to prevent their recurrence.

B. DEFINITIONS

1. Incident

An unplanned event that results in injury, fire or explosion, property damage, third party complaint, or a near miss.

2. Serious Incident

Any incident that has the potential for, or results in significant consequences such as death, an injury that requires hospitalization or results in permanent impairment, major damage or possible legal action.

3. Investigation

Investigation is the systematic inquiry into why an incident occurred. Investigation requires gathering as many facts as possible by interviewing people, observing conditions, examining and testing equipment, reviewing records, inquiring into the reasons, and then studying the information to reach a conclusion.

- a. Supervisors are responsible for conducting the initial investigation of all incidents that occur in their area of responsibility.
- b. The Safety Department will conduct a formal investigation beyond that conducted by the Supervisor.
- c. Incident Investigation Teams (IIT) will be appointed to conduct an in-depth follow-up investigation of more serious incidents or when management feels it would be more beneficial.

4. Occupational Injury or Illness

An injury or illness that is suffered by an employee which results from work activity or exposure in the work environment.

5. Alleged Injury

Any injury that is not witnessed nor reported to the employee's Supervisor, Safety Department or Project Manager at the time of the incident or before the end of the shift is considered alleged until an investigation and/or medical examination has been concluded.

6. Off-the-job Disabling Injury



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An injury that results from a specific incident, activity or exposure and occurs away from work and outside the work schedule. It results in the employee being absent from work for a full shift or more.

7. Motor Vehicle Accident

Any accident involving a Company leased, owned or operated automobile, pick-up truck, truck, or truck trailer combination unit, which results in death, injury, or property damage.

NOTE: Accidents involving mobile equipment such as a forklift or floor sweeper are not motor vehicle accidents and are not covered by this procedure.

8. Company Property

Property owned by the Company or property under the control of the company and it's employees that is being used for company business

9. Fire

Combustion of accidental origin that produces a flame or causes an explosion.

10. Non-Company Injury / Property Damage

An injury to non-Company personnel or damage to non-Company property that occurs on Company property or results from Company operations.

11. Damage Incident

An incident that results in damage to Company property which results from equipment malfunction, operating error or improper operation of mobile equipment by an employee.

12. Near-Miss Incident

An incident such as an operating error or equipment malfunction, which could have resulted in an injury, damage or fire, had circumstances changed slightly.

13. Mechanical Failure

The failure of a mechanical part or equipment such as a pump, motor, fan blade, etc. which results in injury or damage to surrounding equipment or material.

14. Third Party Complaint

Any complaint received from a non-Company person regarding Company activities. All third party complaints must be investigated to determine if the Company is the cause of the problem.

15. Root Cause

The most basic cause(s) of an incident that can be reasonably identified.

C. INCIDENT NOTIFICATION

1. Project Manager



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- a. The responsible Supervisor shall report the incident to the Project Manager as soon as the facts are known.
- b. In case of serious incident, immediate notification is required including telephone notification at night.

2. Additional Notifications

- a. Once the Project Manager has been advised of the incident and has all of the facts, he/she shall report it by phone to the Program Manager. At this time they will determine if further notification is required.
- b. In the case of a serious incident, the Program Manager shall notify the Business Unit V.P. who will then notify the Business Unit Safety Manager.

D. INCIDENT INVESTIGATION GENERAL PRINCIPLES

1. Objectives of the Incident Investigation Program

The objectives of the incident investigation program are:

- Contribute to improved personnel protection and enhanced safety and health of Company employees, contractors, and the public.
- Prevent the recurrence of accidents.
- Reduce accident rates and promote a downward trend in the number and severity of accidents.

Preventing incidents are line management's responsibility. The incident investigation program provides useful, timely and needed information to managers to assist them in meeting these responsibilities. To accomplish these objectives, the incident investigation process must enable the Safety Department to respond with speed, accuracy, focus, and brevity. The results of accident investigations can help managers eliminate underlying causes and prevent similar accidents.

2. Reasons For Investigation

- a. An incident is investigated to determine why it occurred and what can be done to keep it or similar incidents from recurring, not to place blame or find fault.
- b. An investigation is necessary to satisfy legal and Company requirements or, in the case of injury to non-Company personnel or a third party complaint, to determine the Companies liability.
- c. A complete investigation is necessary to keep employees informed as to what occurred and what follow-up action is planned.
- d. The lessons learned from an investigation are extremely beneficial to other Company locations and operations and often result in changes in practices and procedures, which improve safety and operations.



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3. Responsibility for Investigation

The Supervisor of the employee has the primary responsibility for the initial investigation of an incident. The Supervisor is in the best position to investigate because he/she knows the employees, the operating conditions at the time, the nature of the work and has the best opportunity to investigate before conditions change. The Safety Department shall lead the investigation into serious incidents and all motor vehicle accidents.

4. Supervisor's Investigation Report

The Supervisor shall prepare a "**Supervisor's Accident Report**" for all incidents, including near misses.

E. INCIDENT INVESTIGATION TECHNIQUES

1. Timing

The on-scene investigation should begin as soon as it is safe to do so and before conditions change. Details can be quickly forgotten in the confusion associated with an incident. Also, after discussing the incident with co-workers, employees tend to remember things differently, often taking into account their co-workers' stories.

2. Protect the Scene

The first action after an incident has occurred is to ensure that injured personnel are rescued and promptly given medical attention. The scene must be secured to protect evidence for the investigation.

3. Possible Causes

Look for all possible causes, including generic causes and contributing or underlying causes. Most incidents involve both unsafe actions and unsafe conditions that relate to equipment, materials or work conditions. It is easy to think an incident resulted from an unsafe act and to overlook contributing unsafe conditions.

4. Interviews

- a. Interview those involved with the incident including supervisors and co-workers.
- b. In injury incidents, the injured person is the key witness. Often, the success of the investigation depends upon his/her statement. Wait until he/she has received medical attention and is comfortable before interviewing him/her.
- c. Interview witnesses separately, even though it takes more time. People feel more free to talk in private. In groups, one person often does most of the talking and others seldom express their opinions. Interviewing witnesses separately helps substantiate events.



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- d. Put yourself in the "shoes" of the person being interviewed. Being concerned and friendly will cause people to be more cooperative. Hear out people completely; unsolicited comments often bring out important facts.
- e. Do not place blame or speculate on causes.
- f. Do not ask leading questions or express approval or disapproval of the response.
- g. Listen to others in the area for clues.
- h. A technique that helps get to the root cause is to keep asking the question "why" after a person gives an answer. Ask questions like why did you do it that way? Why did the equipment fail? Why did you make that change?
- i. Ask people for their suggestions on the causes and corrective actions.

5. Fact Finding

Fact-finding will uncover the root cause(s) of an incident, the sequence of events and contributing factors that led up to it and what actually happened. It is important to get all the facts so as not to make assumptions and to avoid faultfinding. Faultfinding leads to bias and a search for only those facts that support a desired, yet often wrong, conclusion

- a. Equipment should not be moved until the investigator(s) has gathered the facts, taken photographs and measurements and interviewed eyewitnesses.
- b. Mobile and vehicular equipment that has been involved should be left at the scene whenever possible or impounded until the investigation has been concluded.
- c. Look for damaged and failed components.
- d. Determine the basics: who, what, where, when, how and why.
- e. Explore the job activities that led up to the incident such as operating conditions or problems at the time of the mishap, location of personnel, or anything that might have contributed to the incident. Record the time each event took place.
- f. Look for similar types of problems that might have been present in previous incidents.
- g. Check pertinent records such as time sheets, written instructions, training records, employee's prior accident and injury record, etc. Preserve these records with the investigation file.
- h. Check maintenance and service records on mobile equipment, hoisting equipment, motors, and other equipment as necessary.
- i. Damaged equipment should not be repaired or used until the initial investigation is finished.

6. Re-enactment

Re-enacting the event at the scene can help the investigators understand the activity or sequence of events that led to the incident.



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- a. Re-enact only if it will serve a definite purpose, particularly if preventive measures are not clear.
- b. When re-enacting, proceed slowly and have each person explain in detail what he/she was doing as they do it. If possible have an observer fill out an observation sheet while reviewing the re-enactment.
- c. Do not re-enact if it will be dangerous or upsetting to the participants or others at the scene.
- d. Retrace the events that led up to the incident back to the time when problems were first indicated.

7. Documentation

Document pertinent information either during or immediately after each review. Record and label all data.

- a. Use a tape recorder if it is not upsetting to the person being interviewed.
- b. Record the date and time of each interview, and if it is appropriate and the person is willing, request he/she sign any statement he/she submits.
- c. Take photographs or videotape the incident scene and evidence from as many angles as necessary.
- d. Observe and record weather conditions and lighting.
- e. Ensure the accuracy of findings before documenting them.
- f. Document the exact time the incident and specific events occurred and when the investigation began.

8. Root Cause Analysis

The root cause of an accident can best be determined by making a systematic review to first identify and determine all possible causes. Each event that led up to the incident should be analyzed in chronological order using one of the techniques that are explained in Section V.

F. SPECIAL SITUATIONS AND OCCURRENCES

This section provides investigation guidelines for specific types of incidents.

1. Alleged Occupational Injuries or Illnesses

When an employee fails to report an injury at the time it occurs and then later alleges that it is work related, an immediate investigation and medical examination are necessary to determine the validity of the allegations.

- a. The employee should report for a medical evaluation. Call ahead to advise the Medical Manager that the employee is coming for an evaluation of a possible occupational injury or illness.



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- b. If the employee's medical condition is such that he/she cannot wait until the Medical Clinic is open, advise him/her to go to the nearest emergency medical facility.
- c. Refer to the Occupational Injuries and Illnesses Investigation Procedure for further details.

2. Off-the-job Disabling Injuries

- a. Investigation of an off-the-job injury is limited to the information the employee provides when completing a report of injury.
- b. If there is concern as to whether the employee can perform all his/her work duties, send him/her to the the nearest medical facility
- c. for an evaluation.

3. Motor Vehicle Accidents

- a. Any accident that involves a Company owned or leased automobile, truck or pick-up must be investigated by the Safety Department.
- b. Motor vehicle accidents must be investigated to gather facts that can be used to:
 - (1) Determine responsibility and protect the Company's interests.
 - (2) Determine basic cause(s) and methods of preventing similar accidents.
- c. Refer to the Motor Vehicle Accidents Investigation Procedure for further details.

4. Fires

Any fire, regardless of size or loss must be investigated to determine the sources of fuel and ignition and why it occurred.

a. Fuel Source

A detailed look into the area where most destruction occurred (where the fire was the hottest) will usually reveal the fuel source that fed the fire or where the fire started.

b. Ignition Source

After the fuel source has been determined, another detailed inspection of the fire area and review of witness reports will generally identify the source of ignition.

- c. Refer to the Fire Investigation Procedure for further details.

5. Non-Company Injuries or Property Damage

Investigation of injuries to non-Company personnel must be limited to gathering the facts. During interviews there should be no discussion or admission of liability and no speculation on accident causes or corrective measures to prevent recurrence.



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6. Damage Incidents

Damage incidents caused by Company operations or employees must be investigated immediately by the Safety Department before the situation changes.

7. Near-Miss Incidents

Near misses should be investigated by the Supervisor immediately before the situation changes. Coordinate with the Safety Department for investigation assistance.

8. Third Party Complaints

- a. The person receiving a complaint should direct the person(s) to the Safety Department.
- b. The Safety Department will attempt to obtain the following:
 - (1) The name, address, telephone number and affiliation of the person making the complaint.
 - (2) The nature and time of the complaint.
 - (3) A description of the complaint.
 - (4) Has anyone been injured? If so, who and how many?
 - (5) How the person(s) making the complaint was affected.
 - (6) Who else has been notified.
 - (7) Thank the person for the information and advise them the Company will look into the matter. Be extremely cordial, but do not make any statement regarding liability or cause.
 - (8) If the complaint resulted from an emergency, advise the complainant that there was an emergency and it was (or is being) corrected and apologize for the inconvenience.
 - (9) Once the initial investigation has been completed the person(s) who made the complaint should be advised that the matter has been looked into and resolved. If appropriate, thank them for calling the incident to our attention and apologize for any inconvenience that might have resulted.

G. INCIDENT INVESTIGATION TEAMS (IIT)

1. When Required

Whenever an incident meets the following criteria or the Project Manager determines it is warranted, an IIT may be appointed to conduct an in-depth investigation:

- a. The root cause(s) has not been determined from the initial investigation.



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- b. Injuries to employees and other non-company persons resulted in death, dismemberment, hospitalization, or there is a question of Company liability.
- c. Any fire which results in damage exceeding \$1,000.

2. Team Composition

- a. Incident Investigation Team members will be appointed by the Project Manager.
- b. The team should be comprised of at least one craftsperson with appropriate knowledge and experience necessary to make a thorough investigation and analysis of the incident.
- c. The Supervisor of the area where the incident occurred shall be a member of the team.
- d. A Safety Department Representative shall also be a member of the IIT.

3. IIT Investigation and Report

- a. The IIT shall begin their investigation as soon as possible, but not later than:
 - (1) Forty-eight (48) hours after a serious incident or an incident that is receiving media attention.
 - (2) Ten (10) days after all other incidents.
 - (3) The IIT shall meet with the Project Manager prior to beginning the investigation for a briefing and to discuss any sensitive or classified issues. They should also review the Supervisor's initial investigation report and supporting documentation.
 - (4) The IIT is responsible for determining the root cause(s) of the incident and any contributing causes and developing recommendations for preventing recurrence.
- b. Once the investigation has been completed the Team Leader is responsible for preparing a report and reviewing it with the Project Manager.
 - (1) The Report must be submitted to the Project Manager within 14 days of the incident.
 - (2) The Project Manager will approve the final IIT Report.
 - (3) If new facts were developed during the IIT investigation that were not included on the initial report form, a revised form should be submitted.

H. CORRECTIVE ACTION AND FOLLOW-UP

1. General

Prompt corrective action must be taken to address each finding in the final incident investigation report. All corrective action and resolutions must be documented.

2. Responsibilities for Corrective Action



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- a. Once the final incident investigation report has been completed, the Project Manager in consultation with the Supervisor shall do the following:
 - (1) List and prioritize each recommendation.
 - (2) Assign responsibility for implementing corrective action.
 - (3) Establish target completion dates.
 - (4) Follow-up to ensure the corrections are made.
 - b. All corrective actions shall be made or implemented on a timely basis. Action taken must be documented using a **"Memorandum"** form. If a recommendation is not to be implemented or will be delayed, the reasons must be documented.
 - c. The memorandum must then be forwarded to the Safety Department for inclusion in the incident file and for tracking on the corrective action log.
3. Corrective Action follow-up
- a. The responsible Supervisor shall advise the Safety Department as corrections are made or issues are resolved.
 - b. The Safety Department will record and date the corrective action taken for all incidents on the **"Corrective Action Log"**.
 - c. The Safety Department shall notify the responsible Supervisor and the Project Manager when a corrective action implementation is delayed beyond the target completion date.
 - d. In the interest of preventing the recurrence of incidents, the Safety Department shall provide a summary of each root cause with associated corrective actions to the Business Unit Safety Manager.



OCCUPATIONAL INJURIES AND ILLNESSES INVESTIGATION AND REPORTING PROCEDURE

A. PURPOSE

This procedure must be followed to ensure that employees who suffer occupational injuries and illnesses receive prompt and proper medical attention. This procedure contains the requirements for the investigation and report distribution.

B. DEFINITIONS

1. Occupational Injury and Illness

Any death, injury or illness suffered by an employee that results from work activity or exposure in the work environment. Examples of injuries are fractures, cuts, burns etc. Examples of illnesses are dermatitis, hearing loss, poisoning or a cumulative trauma disorder. In this procedure the terms "occupational" and "work" are used interchangeably.

2. Recordable Injury

A recordable injury is one that involves loss of consciousness, restriction of work or motion, transfer to another job or medical treatment (other than first aid). Any case that involves lost workdays (lost time or restricted duty) is recordable.

3. Recordable Illness

Any abnormal condition or disorder, other than one resulting from an occupational injury, that is caused by exposure to environmental factors associated with employment. Illness includes diseases or rashes that may be caused by inhalation, absorption, ingestion or direct contact.

4. Work Environment (Work Place)

The physical location, equipment and the kinds of operations performed by employees in the performance of their work whether on or off Company premises.

5. Work Activity

The actual operation or tasks that an employee performs as part of his/her job.

6. Serious Injury

Serious injuries include broken bones, crippling back injuries, head injuries, thermal or chemical burns over a large area, suspected heart attack, loss of consciousness, electrical shock, severe bleeding and going into shock.

7. Non-Serious Injury



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Non-serious injuries include minor sprained ankles, bruises, cuts, small chemical and thermal burns, muscle strains, foreign particles not embedded in the eye, etc.

8. Alleged Injury

An injury that is not witnessed or reported to the employee's Supervisor, Safety Department or the Project Manager at the time of the incident or before the end of the shift is considered alleged until an investigation an/or medical examination has been concluded.

9. Normal Duties

Tasks that are regularly required, on an ongoing basis, of the regularly assigned job the employee was performing on the day of the incident.

10. Work Limitations (Restricted Duty)

An employee that is physically unable to perform all of her/his normal job duties is considered to have work limitations. Limitations are determined by a physician and must be stated in writing by the doctor.

11. Incident Rate

The rate of recordable injuries and illnesses per 200,000 hours worked.

C. RESPONSIBILITIES

1. Employees

Employees shall do the following:

- a. Immediately report all injuries or suspected injuries to their Supervisor. In cases where the employee feels medical attention is unnecessary at the time, he/she should report the injury/illness no later than the end of the shift. Seemingly insignificant injuries can require medical attention at a later date.
- b. Keep all medical appointments and follow the instructions of the treating physician. Advise their Supervisor or the Physician if they are unable to keep an appointment so another one can be scheduled.
- c. Keep their Supervisor advised of their work status and subsequent doctor appointments.

2. Supervisors

Supervisors must give immediate attention to an employee who suffers an occupational injury or illness. Supervisors shall do the following:

- a. Ensure the employee receives prompt medical attention and follow-up care as necessary.



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- b. Immediately advise the Project Manager and Safety Department if the injury is other than first aid.
- c. Conduct an immediate on the scene investigation into the causes of the injury/illness and report the findings on a **"Supervisor's Accident Report"**.
- d. Take corrective action to prevent recurrence. Submit a report of corrective actions taken to the Safety Department.
- e. Request the employee provide a telephone update of his/her medical condition and a return to work date in those cases where the injury/illness results in absence for an extended period.
- f. Maintain contact with the employee when he/she is on extended absence and follow his/her condition until he/she is ready to return to work.

3. Safety Department

The Safety Department will provide the following assistance:

- a. The Safety Department handles all workers compensation matters for the Company. In this capacity, the Safety Department is the prime contact with the Workers Compensation Insurance Carrier and the Company-authorized physician.
- b. The Country Project Manager shall be briefed by the Safety Department of any accident or incident that requires Insurance Carrier notification.
- c. Complete and forward all company required documents and reports to the insurance carrier and provide supplemental information and reports to the carrier when requested.
- d. Obtain medical information from the Company Medical Department and the treating physician when it is necessary for the administration of workers compensation benefits and for resolving conflicting medical opinions. Relay the information to Supervisors as necessary.
- e. Coordinate return to work clearance and special examinations when they are necessary.
- f. Coordinate with the insurance carrier to resolve alleged injuries, permanent disability filings and awards and settlements as necessary.
- g. Maintain a workers compensation file for each occupational injury case.
- h. Ensure Company required reports are completed and distributed in a timely manner and review them for accident trends.

4. Company-Medical Department

The Company-Medical Department ensures injured employees receive prompt and proper medical treatment including referral to specialists when necessary. Employees who are hospitalized or receive emergency treatment should be treated and released to the care of the Company-Medical Department. The Medical Manager and his/her staff will do the following:



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- a. Arrange for treatment and follow-up examinations as indicated.
- b. Follow the employee's medical condition while he/she is absent from work and advise the Safety Department as necessary.
- c. Provide written return-to-work clearance when the employee is able to return to work.

D. HANDLING WORK INJURIES

1. General

Employees shall immediately notify their Supervisor of any work-related injury or illness. Supervisors shall ensure that injured (or ill) employees receive proper treatment.

- a. The employee should be taken to the Company Medical Clinic for examination and treatment unless he/she is seriously injured in which case the Company Medical Department should be contacted for treatment instructions.
- b. The injured employee shall not be allowed to drive.
- c. When the employee is being taken to a treatment facility, the Supervisor (or Medical Department) should contact the treatment facility and advise them that the employee is on the way.
- d. Follow up visits to the doctor and referrals to specialists will be coordinated by the Medical Department.

2. Serious Injuries

- a. Make the employee comfortable. Do not move him/her unless conditions are such that on-going exposure to the surroundings may result in further injury.
- b. Call the Medical Department for an ambulance.
- c. The Supervisor should either go to the hospital (if possible) or stay in contact with the Medical Department to keep abreast of the employee's condition and the disposition of the case (hospitalized, sent home or returned to work).
- d. Depending on the disposition of the case, the Supervisor shall coordinate with Company Medical Department to ensure that the required notifications are made and necessary transportation home or back to work is arranged.
- e. The Company Medical Department will follow the progress until the employee has recovered completely without work limitations.

3. Non-Serious Injuries

- a. Transport the injured employee to the nearest medical treatment unit.
- b. Contact the Medical Department.



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4. Alleged Injuries

When an employee fails to report an injury at the time it occurs and then later alleges that it is work related, an immediate investigation and medical examination is necessary to determine the validity of the allegations. It must be assumed that the injury resulted from work activity unless it can be proven otherwise.

5. Late Reporting of Work Injuries

An employee who has previously reported an injury on the job but does not experience discomfort until after reaching home should immediately contact his / her Supervisor.

- a. Depending on the time the call is received and the location of the employee, the Supervisor should request he/she report to the Medical Clinic.
- b. At night, the employee should be instructed to report directly to the nearest medical facility. The Supervisor shall then notify the Company Medical Department and the Operations Cell.

6. Work Limitations (Restricted Duty)

An injured employee with work limitations cannot return to work if he/she cannot physically perform all regularly assigned duties of his/her job without approval of the Project Manager.

E. INVESTIGATING AND RECORDING WORK INJURIES

1. Reporting Injuries (Except First Aids)

- a. Advise the Project Manager within 8 hours of all injuries except first aids. For serious injuries immediate notification is required, including telephone notification at night.
- b. Advise the Safety Department so that an investigation can be conducted.
- c. Refer to the Incident Investigation Procedure for further details.

2. Immediate Investigation

The employee's Supervisor shall make a thorough on-scene investigation as soon as possible after being notified of a work injury. The findings shall be documented utilizing the "**Supervisor's Accident Report**".

3. Safety Department Investigation

- a. The Safety Department will coordinate an immediate post accident drug and alcohol test for each employee involved in the incident.
- b. Statements shall be obtained from each employee involved utilizing an "Incident Report Form".
- c. Guidelines established in the Incident Investigation and Reporting Procedure shall be followed.

4. Classifying Injuries



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The Safety Department will review the doctor's report, which contains the medical findings, diagnosis, treatment (if any), work restrictions and work status, and classify the incident as First Aid, OSHA Medical or Lost Workday, in accordance with OSHA Recordkeeping Guidelines.

5. Completing and Distributing the Report

- a. If an employee receives either first aid or medical treatment, a "Supervisors Accident Report," is required.
- b. The Supervisor should complete a preliminary investigation before completing the report.
- c. The report should be completed with input from the injured employee.
- d. The report should be distributed to the Safety Department within 24 hours of the incident.
- e. Both the Supervisor and the Project Manager must sign the Supervisors Accident Report.
- f. The Safety Department will keep the original in the incident investigation file and a copy will be sent to the Company Recordkeeping group in Houston.

6. Report Completion and Distribution

7. Supervisor's Accident Report

- a. A Supervisor and Project Manager must complete the form for all injuries resulting from work activities (non first aid).
- b. The supervisor conducts a basic investigation.
- c. The Supervisor enters basic facts about an accident and information about the actions, conditions, personal factors, and physical characteristics that may have affected the accident.
- d. The Project Manager completes the administrative review section assigning responsibility for corrective actions, evaluating the accident investigation and signing the form.
- e. The form is distributed to the Safety Manager for review, further distribution and retention.

8. Safety Department Investigation Report

- a. The Safety Department Investigator shall complete an "**Incident Investigation**" report for each work-related injury (non first aid).
- b. The report shall include the following:
 - (1) Date(s) of Investigation.
 - (2) Description of Injured employee(s)
 - (3) Narrative of the incident.



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- (4) Medical treatment received.
- (5) Diagnosis of injury(s).
- (6) Root cause.
- (7) Corrective action (as indicated by the Supervisor and Project Manager).
- (8) The Investigator shall sign the report.

9. Occupational Injury and Illness Report

An "Occupational Injury and Illness" report shall be completed, by the Medical Department, for each work-related injury or illness resulting in a doctor's visit. The employee receiving medical treatment shall sign the report.

10. Employer's First Report of Occupational Injury or Occupational Illness, Form LS-202

The U.S. Department of Labor (DOL) Employer's First Report of Occupational Injury or Illness provides a record of a work related injury or illness to:

- a. The insurance carrier,
- b. Injury Management,
- c. The business unit safety office, and
- d. The OSHA Recordkeeping group.
- e. The Safety Manager shall complete the form to include:
 - (1) The employee's address.
 - (2) Indicate, by checking, the act by which the injury is reported.
 - (3) Indicate where the injury occurred.
 - (4) Indicate if the injury caused lost time beyond the day or shift of the accident.
 - (5) Date an hour employee first lost time.
 - (6) Whether the employee stopped work immediately.
 - (7) The date and hour the employee returned to work.
 - (8) Whether the employee was doing their usual work when injured or killed.
 - (9) The exact place where the accident occurred.



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- (10) Whether the employee chose the first treating physician.
 - (11) The name and address of the treating physician.
 - (12) The name and address of the insurance carrier.
 - (13) The name of the employer.
- f. An employee designated as the company representative shall sign the form.
 - g. The original report shall be retained in the project files. One copy shall be sent to Injury Management, the business unit safety office and the OSHA Recordkeeping group.
11. Employer's Supplemental Report of Accident or Occupational Illness, Form LS-210
- a. The U.S. Department of Labor (DOL) Employer's Supplemental Report of Accident or Occupational Illness reports a change in the work status of an injured or ill employee from that reported on the LS-202.
 - b. After an initial Employer's Supplemental Report of Accident or Occupational Illness is prepared, subsequent reports must be filed to report any additional changes in the employee's work status.
 - c. The original report shall be retained in the project files. One copy shall be sent to Injury Management, the business unit safety office and the OSHA Recordkeeping group.



MOTOR VEHICLE ACCIDENTS INVESTIGATION PROCEDURE

F. PURPOSE

This procedure should be followed to ensure that accidents involving Company motor vehicles are properly investigated, reported and claims settled. This procedure also covers the reporting, classifying, recording and determining preventability of motor vehicle accidents.

G. DEFINITIONS

1. Motor Vehicle Accident

Any accident involving a Company leased, owned or operated automobile, pick-up truck, truck, or truck trailer combination unit, which results in death, injury, or property damage.

NOTE: Accidents involving mobile equipment such as a forklift or floor sweeper are not motor vehicle accidents and are not covered by this procedure.

2. Serious Accident

Any motor vehicle accident is considered serious when it results in death, injury, fire, vehicle rollover, multiple vehicles are involved, or the damage to the Company vehicle is a "total" loss.

3. Mechanical Failure

A failure of a mechanical device on a vehicle, such as the steering or braking system or tire failure which causes or contributes to a motor vehicle accident.

4. Financial Responsibility

The company is currently insured for liability by the Insurance Company of North America (CIGNA). Proof of insurance card should be located in the glove box of each company vehicle.

5. Point of Impact

The exact spot where a vehicle strikes a fixed object or where two vehicles collide. The point of impact is the key reference point that all measurements are taken.

6. Preventable Accident

Any accident in which the Company driver failed to exercise every reasonable precaution to prevent it.

7. Recordable Vehicle Accident

A vehicle accident is considered recordable if it results in a fatality, injury which requires medical treatment away from the scene, one or more vehicles must be towed from the scene or a hazardous material spill (other than the vehicles fuel tank).



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8. Reportable Vehicle Accident

All accidents that occur in vehicles leased or owned by the company or are used to perform company business.

H. GENERAL GUIDELINES

1. Reasons for Investigations

Motor vehicle accidents must be investigated to gather facts that can be used for the following purposes:

- a. Determine responsibility and protect the Company's interest.
- b. Determine basic cause(s) and methods of preventing similar accidents.
- c. Highlight appropriate training necessary to keep the individual from having future motor vehicle accidents.
- d. Make accurate and complete reporting to Company management.
- e. Judge preventability.
- f. Respond to inquiries from the press and the public in serious accidents.
- g. Report damaged equipment to the Property Department.

2. Responsibility for Investigation and Reporting

The Safety Department has primary responsibility for investigating and reporting motor vehicle accidents. Whenever possible, a representative will go to the scene particularly if the accident is serious as defined in Section 3.2. The Safety Department shall do the following:

- a. Ensure that, if the employee is injured, he/she receives proper medical treatment and care.
- b. Notify Project Management, particularly if there are injuries to non-employees or anytime it appears a liability claim will be filed against the company.
- c. Notify the Vehicle Maintenance Manager for mechanical inspections in the event mechanical failure of the vehicle is suspected.

3. Fact Finding

It is essential to gather as many facts as possible at the time of the accident. All facts must be documented.

4. Insurance Carrier Notification



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The respective Safety Managers have primary responsibility for claims adjustments on the project. The Safety Manager shall notify the Company insurance carrier by phone, and follow up immediately by fax, and / or email whenever any of the following conditions exist:

- a. An accident involves bodily injury to a non-employee, there is a question of legal liability or a claim or lawsuit is likely.
- b. Extensive property damage has been suffered by others, such as when there are multiple non-Company vehicles involved in the accident.
- c. A claim for other than property damage has been made such as for lost wages, depreciation, or loss of use.

5. Rental and Personal Vehicles

- a. Whenever a leased or rental vehicle is involved in an accident, the accident must be investigated and reported in the same manner as an accident with a company vehicle. In addition, the rental agency's accident report form will have to be completed.
- b. The use of a personal car for Company business **must be approved by the Project Manager prior to use**. Whenever an employee using his/her personal vehicle on Company business (and is being reimbursed mileage) is involved in an accident, a report to the Safety Department is necessary. The Company should reimburse the employee whatever he/she is out-of-pocket (i.e. deductibles) as a result of the accident.

6. Accidents on a Military Installation

All accidents that result in damage to equipment or property other than the Company's' must be reported to and investigated by the Military Police. If serious injuries are involved, call an ambulance and have the person transported to the nearest medical facility.

7. Driver Conduct at the Scene

a. Aid Injured, Protect the Scene

- (1) Aid injured people as much as possible, however, they should not be moved unless it is absolutely necessary.
- (2) Keep the accident scene under control. If fuel is spilled, flares should not be used.
- (3) Call for ambulance if necessary.
- (4) Contact the Safety Department or the Operations Cell.
- (5) Contain any spill as soon as possible if it can be done safely.
- (6) Assist with directing traffic as necessary around the accident scene.



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(7) It is best not to move the Company vehicle unless directed to do so by the Civilian Police or Military Police, particularly in an injury accident. If the vehicle is moved and a camera is available, take pictures of the accident scene before moving it.

(8) If the accident occurs on public property, do not make any statement regarding responsibility or liability or argue with anyone.

8. Civilian Police

- a. Request the Civilian Police come to the scene of an accident with a civilian party.
- b. When the Police arrive, follow their instructions and provide the information requested.

9. Contact Supervisor

If the accident is serious and after the initial steps have been taken, the Company driver should contact his/her Supervisor and report the accident.

10. Exchange Information

When another vehicle is involved in the accident, it is essential to get the other driver's name, address, telephone number, driver's license number and name of his/her insurance carrier. When requested, provide the same type of information to the other driver and the Police. The insurance policy number is on a card located in the glove box of the Company vehicle.

11. Record Information

Get as many facts as possible and record them on paper.

- a. Make a brief sketch of the accident scene, particularly if the vehicles must be moved.
- b. List all injured persons' names, addresses and telephone numbers, nature of injuries and which vehicle they were in (or if they were a pedestrian).
- c. Obtain the names, addresses and telephone numbers of witnesses and record them. Ask witnesses for a brief statement of what they saw and have them sign it if they agree.
- d. Take pictures when possible.

12. Safety Department Investigation

The depth of the investigation will usually depend upon the seriousness of the accident and the possibility of a liability claim or legal action against the Company.

13. Go to the Scene

The Safety Department representative(s) will make an on-scene investigation of all serious accidents. The representative should take a notebook, tape measure and camera with extra film to conduct the accident investigation.



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14. Gather Evidence, Note Conditions

- a. Removable evidence should be noted first.
- b. The Point of Impact (POI) must be established relative to landmarks. This is an important piece of information for determining preventability. The POI is measured by the distance from a shoulder, curb, lane or crosswalk from two different directions, i.e., north and east.
- c. Make a detailed sketch or diagram of the accident site. Include measurements of lane widths, curbs, crosswalks, skid marks, side skuff marks and shoulder widths.
- d. Note the weather and road conditions, direction of sun, illumination (if at night) and visibility.
- e. Note the amount and location of damage on all vehicles involved in the accident.
- f. Determine if there were any problems or obstructions that prevented the drivers from seeing each other.
- g. Try to establish the sequence of events that led to the accident.
- h. Note the amount and direction of traffic flow.
- i. Show the location where the vehicle(s) collided and where they came to rest.

15. Take Photographs

Take pictures of the accident scene from different angles.

- a. Take them from the direction each driver was approaching and at several distances from the Point of Impact.
- b. Take photos of all vehicles involved showing the damaged areas.
- c. Take photos of the license plate of all vehicles involved.

16. Police Report

Obtain a copy of the Police Report as soon as it is available. Generally, a Police report will give an unbiased opinion of the accident.

17. Driver's Statement and Report

- a. The Company driver should provide a written statement about the accident utilizing the "**Motor Vehicle Accident Report Form**".
- b. The form should be completed in its entirety to include a diagram of the accident.
- c. The driver shall submit to a post-accident drug and alcohol test per Company policy. The test is conducted without a root cause decision.

18. Employee Witnesses



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- a. Employees witnessing an accident, whether as an occupant or bystander, should provide a written statement.
- b. The statement should be completed utilizing the **“Incident Report Form”**.

19. Accident Reporting

20. Report Serious Accidents Immediately

- a. Serious accidents (as defined in Section 3.2) must be reported immediately including nights, weekends and holidays.
- b. Contact the Safety Department by the most available means.
- c. Advise the Safety Department of the type and severity of the accident. Provide the location of the accident.

21. Completing the Accident Investigation Report

- a. All Motor Vehicle Accidents must be reported on a **“Accident Investigation Report”** The report should be completed by the Incident Investigator as soon as all data and reports are received.
- b. In Section I, the date(s) of the investigation is listed.
- c. In Section II, describe the general details of the accident.
- d. In Section III, describe the vehicles, to include make, model, color, license plate number, and, where applicable, the Government Property Number.
- e. In Section IV, describe the accident fully as follows:
 - (1) Begin several seconds before the collision and concentrate on the events that happened before it occurred.
 - (2) Describe what each vehicle was doing if more than one vehicle was involved in the accident.
 - (3) Give the approximate distance from the hazard when the Company driver noticed the other party.
 - (4) Decide what evasive action each driver took.
 - (5) Estimate as close as possible the speed of both vehicles before and at impact.
- f. In Section V, describe the investigation facts. To include post accident drug and alcohol test results.
- g. In Section VI, describe the root cause as determined by conducting a root cause analysis.
- h. Include photographs, dimensions and a sketch.



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- i. The investigator should sign the report.

22. Supervisors Motor Vehicle Accident Report

- a. The Supervisor and Project Manager must complete the form for all motor vehicle accidents.
- b. The supervisor conducts a basic investigation.
- c. The Supervisor enters basic facts about an accident and information about the actions, conditions, and personal factors that may have affected the accident.
- d. The Project Manager completes the administrative review section assigning responsibility for corrective actions, evaluating the accident investigation and signing the form.
- e. The form is distributed to the Safety Manager for review, further distribution and retention.

23. Distribution of the Accident Investigation Report

After the Accident Investigation Report is completed and a discussion is held with the employee, the Investigator shall attach the drivers statement, police report, photographs, supporting documents, and **"Post Accident Review Board Report"** as necessary. The packet will be distributed as follows:

- a. The original and attachments shall be kept in the Safety Department's file.
- b. One copy of the Accident Investigation Report, sketch, photographs and police report shall be distributed to the Property Manager, Transportation Manager and Vehicle Maintenance Manager.
- c. One copy of the complete report package will be distributed to CIGNA when a third party claim exists.

24. Other Company Reports

If a fire, spill or employee injury results from a motor vehicle accident, the following additional reports are required:

- a. Employee Injury

If an employee is injured in a motor vehicle accident in the course of work, it is considered an occupational injury and a report of injury is required if he/she receives medical treatment. Follow the Occupational Injuries and Illnesses Standard Operating Procedure.

- b. Fire

A **"Report of Fire"** is required if a fire resulted and caused damage to Company property. Follow the Fire Investigation and Reporting Standard Operating Procedure.

- c. Spill (Fuel or Product)



Accident Prevention Plan

Section 9 - Accident Reporting

Task Order 31

If a spill results from a leaking fuel tank on the Company Vehicle or product is spilled, the Spill Response Standard Operating Procedure should be followed.

25. Claims Handling

The Safety Department shall handle all third party claims that arise out of motor vehicle accidents. Repair information, damage estimates, and other pertinent information should be given to the Safety Department.

26. Property Damage

- a. In accidents where the Company driver is obviously at fault, request the other party submit a damage estimate. Upon receiving a claim number from CIGNA and approval from the Project Manager, honor the estimate and settle the claim.
- b. If the other party is obviously at-fault, the third party insurance company procedures shall be followed. Repairs should be compensated for directly from the Insurance Carrier to the preferred body repair company. No money should be paid to the Company.
- c. Where there is a question of liability or litigation is likely, contact CIGNA and have them assess the damage and settle the claim.

27. Non-Company Bodily Injury

CIGNA will handle bodily injury claims and will work with the Safety Department to resolve them. All claims, medical bills, reports and correspondence should be sent to CIGNA.

28. Employee Injury

- a. If the Company employee is injured, follow the Occupational Injury and Illnesses Standard Operating Procedure.
- b. If the other party is at-fault and the Company driver is injured, the Safety Department should obtain the amount of the employee's medical expenses and lost time benefits paid and forward the bills to the third party insurance carrier.

29. Driver Preventability Determination

30. Post Accident Review

- a. Each accident shall be reviewed to determine whether the Company driver could have prevented it
- b. Basic defensive driving principle contained in National Safety Council guidelines should be used to judge preventability.
- c. Primary responsibility or the fault of others should have no bearing on preventability. A Company driver is responsible for driving safely and doing everything reasonable to avoid an accident even when the other driver is cited or has committed driving errors.



Accident Prevention Plan

- d. The Safety Department will record the preventability decision on the Accident Investigation Report.

31. Post Accident Review Board (PARB)

In cases of preventable accidents, the Post Accident Review Board Standard Operating Procedure will be followed. The PARB should be made within a week after the accident or as soon after the Police Report is received as possible. The PARB decision will be entered in the final Accident Investigation Report Package.



EXPOSURE DATA

A. PURPOSE

This document is designed to guide you through the steps required to make a first report of an incident. Currently, there are multiple ways to record this information, depending on whether you are instructed to begin using the RHS Wizard, or whether you have access to Excel and/or e-mail.

B. PROCEDURE

1. If you have access to the Radian Health and Safety (RHS) application, enter incident information directly into the system by using the Incident Wizard.
2. If you do not have access to RHS, but you have e-mail, enter incident information into the Excel Spreadsheet Reporting form, save it, attach the file to an e-mail and send to the recipient indicated on the form.
3. If you do not have access to RHS, or e-mail, enter the incident information onto the hard copy Fax form. Fax the completed form to the number indicated on the form. The Global Incident Management group will in turn enter the information contained on the form into RHS.
4. The long-term goal will be for the end user to enter all information about incidents directly into the Radian Health and Safety system.

C. REPORTS

1. Monthly reports will be generated showing man-hours worked, injury/illness statistics and MVA statistics.
2. The Business Objects program will be used to extract data from RHS and format reports which can break down injuries and illness into root causes.



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**APPENDIX 6 (HEALTH, SAFETY AND ENVIRONMENTAL (HSE) SYSTEM) to
ANNEX N (INTERNAL OPERATING PROCEDURES) to LOGCAP CSP**

A. HEALTH, SAFETY AND ENVIRONMENTAL (HSE) SYSTEM.

Corporate management, recognizing its responsibility for promoting the highest standards of safety, developed the HSE process. KBR's President & Chief Operating Officer, or Chief Safety Officer as he refers to his position, assumes ultimate responsibility for safety at each operating center. Implementation of the safety process is a line management responsibility, thus managing safety is an integral part of every project. All supervision, including subcontractors and vendors involved in company operations, are held accountable for their safety performance through this process.

HSE issues will be managed and implemented by the KBR HSE staff, under the supervision of the HSE Manager and the Project Manager. Implementation will be defined by the Project HSE Plan and procedures located in the HSE Manuals. The Project HSE Manager and staff will be responsible for the day to day implementation of the HSE Plan and procedures. See ANNEX A.

1. KBR Home Office HSE Department.

The KBR HSE Manager reports to the Vice President for Operational Excellence and works closely with the project management in implementing safety and health and environmental services at the project level. KBR HSE Managers and technical advisors coordinate project safety, fire protection, health/first aid and environmental protection programs, and staffing of site HSE and medical personnel. They also act as a liaison between the individual job sites and the Corporate HSE Department and are responsible for implementing, coordinating, and monitoring the various programs, procedures, and guidelines to assure that the individual jobs with KBR are carrying out their responsibilities.

2. Project HSE Manager / Staff.

The Project HSE Manager reports directly to the Project Manager who has overall responsibility for HSE functions. In addition to general administration of the project health and safety program, the Project HSE Manager will develop and assist all contractors and other job supervisors in their implementation of sound safety, health, and environmental practices.

Projects will be staffed with experienced, well-trained safety professionals and licensed medical personnel (EMTs/Paramedics) based on the needs of each project site. They report to the senior site manager, but with a direct line to the Corporate HSE Manager. Facilities and procedures will be established at each site designed to maximize injury/illness prevention, meeting all health requirements and minimize the effects of accidents that do occur. KBR's safety and health professionals, working with the EVENT Force's Safety Officer, act as a resource to line management as well as coordinate the overall HSE program, providing training as well as recording and auditing safety performance.

It is KBR's policy to place the highest importance on prevention as the key element used to reduce the severity of occupational injuries and illness. However, unplanned events do occur, and it was important to establish a central Emergency Medical Facility so that prompt and competent medical treatment is provided to any injured or ill employee, subcontractor personnel or other site personnel. The consulting physician shall establish standard Emergency Medical Protocols. These shall include procedures and supplies to provide basic and advanced life



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support, and a vehicle equipped to transport non-emergency patients. The facility/personnel performed the following role:

- Coordination with outside medical facilities and services
- Establishing/training an emergency response team; manage Exposure Control Plan
- Administering first aid/emergency response as required and managing claims
- Maintaining office and medical supplies
- Maintaining medical reports, health records

Our Project HSE Advisors are selected and placed based on the scope and needs of each project. These positions require knowledge of Company HSE programs, policies, procedures and processes, as well as working knowledge of applicable regulatory requirements. Typical requirements include three to six (3-6) years' technical or practical experience. Degree, specialized training or professional registration or certification preferred.

KBR's safety and health professionals and environmental coordinators act as a resource to line management as well as coordinate the overall HSE process, provide training as well as recording and auditing performance. The training/certification of HSE Managers/Coordinators as a CHST or CSP is facilitated by the company to aid in their growth as safety professionals.

B. HEALTH, SAFETY AND ENVIRONMENTAL POLICY.

Kellogg Brown & Root's MISSION is to ensure a safe, healthy and environmentally friendly work place for all KBR employees and those who work with KBR by continually reducing accidents, injuries, illnesses and environmental incidents with a goal of ZERO INCIDENTS. Our commitment is to creating an Incident/Injury Free work environment for our employees on all of our projects. See TAB A for KBR HSE Policy Statement.

C. KBR HSE PHILOSOPHY & PERFORMANCE PRINCIPLES.

Management of Kellogg Brown & Root believes HSE can no longer be viewed as a priority which can be ranked in a vertical order of importance but must be looked upon as a Value which is inherent in every part of our operation. Further we believe our most important assets are the people who perform the work and nothing is more important than providing a safe and healthful environment in which to work. In carrying out this policy it is clear the only acceptable level of performance is to be "Incident Free" on all of our worksites each and every day. We believe that such performance is achievable with full commitment and diligent effort by each and every employee in the Business Unit.

KBR, by holding safety as a Core Value and integral to our work processes, we understand that superior HSE performance adds value to a project by increasing productivity, improving schedule performance, encouraging lower employee turnover and reducing the overall project cost. Consequently, we are committed to creating an Incident/Injury Free work environment for our employees on all of our projects.

This vision and our project procedures shall form the basis for project safety. The KBR project manager acts as the Safety Champion on the project. KBR's top management will demonstrate its dedication to a safe work site by using a strong Behavioral-Based Safety Program.



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1. Project Organization and Responsibilities.

Overall, project HSE is planned and implemented in three integrated segments. Close coordination occurs between HSE design and Field personnel in order to facilitate a smooth transition between phases and to ensure HSE is managed through all phases of a project.

2. HSE in Design.

HSE in design is a key part of the HSE process, beginning during the planning phase. KBR's safety checklists, as well as requirements from mandatory codes and standards, are typically utilized in project execution work processes. Engineering, procurement, construction, operations, and maintenance input will be provided through reviews specifically targeted to identify and resolve potential hazards. The control aspect of the HSE process will include reviews and an audit carried out and documented by managers at predetermined accomplishment milestones.

Our procedures will be customized to meet all environmental requirements of the Host Nation including requirements for wastewater effluents, noise emissions, air emissions, and solid waste handling and disposal.

Safety Audits - Audits will be conducted during the project to ensure that each of the above-described elements is in place and implemented during the design process. Audit reports will be prepared including shortcomings and corrective actions taken by the team.

Construction Safety Input to Design - A construction task hazard analysis is performed to identify designs requiring special provisions during construction. Detailed requirements for safety will be provided to the design team. Rigging and lift studies will be conducted and used as input in the plant layout.

3. Procurement Safety.

The regulations governing safety, embodied in KBR policy and procedure documents, purchase orders and vendor agreements, are designed to support KBR safety requirements. Procurement safety planning extends not only to its own personnel, but also to vendors and subvendors, through the Vendor Quality Management System, where they have to be pre-qualified and their performance monitored subsequent to selection.

The ongoing safety training program is provided to all procurement personnel both in-house and in vendor facilities, and reflects in the way we purchase and inspect material, fabricated equipment, and the way we develop programs and procedures. There are safety orientation programs and safety awareness workshops for KBR personnel. Vendors are required to adhere to the same rules and regulations.

In the implementation phase, the vendor safety performance is regulated by the requisition requirements, inquiry conditions, pre-award meeting discussions and finally the purchase order requirements for the seller's responsibility to comply with the requirements and all applicable rules and regulations. The seller ensures compliance with the above by all his subvendors and suppliers. The Company also regulates the use of personal safety equipment by its staff both at home and in vendors' facilities, including suitable and safe transportation.



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4. EVENT HSE.

KBR's site organization is structured in a format that ensures effective attention is given to Health, Safety and the environment at all levels. For KBR, the key elements and criteria for breakthrough success are:

- Top Management Commitment / Visible Promotion of Safety
- Active Mid Management and EVENT Force/Staff Participation and Support
- Mandatory Supervisory Safety Enforcement
- Positive Human Relations Principles Used
- Employee / Subcontractor Involvement in Safety Process
- Flexible / Pro-Active Approach

As seen from these criteria, everyone has a role and a responsibility in our Safety Process:

a. Project Manager.

The Project Manager is responsible for the overall aspects of HSE on the project and will be working with all applicable sections and assigned project staff to ensure that, from project inception to contract completion, adequate resources and top management support are provided for necessary loss prevention activities. This includes proper staffing, financial support, safe design and hazardous materials use review, and management support for necessary actions taken.

b. Logistics Manager.

The Logistics Manager, under the Project Manager, has the responsibility of implementing the HSE policies and programs on the project under his/her control. It is his function to ensure that all supervision and personnel who report to him are held accountable for the HSE performance in their respective areas. He regularly reviews implementation of the project HSE plan and the performance of the project with senior supervision and the HSE Manager.

c. Engineering & Construction Manager.

The Engineering & Construction Manager, under the Project Manager, has the responsibility of implementing the HSE policies and programs on the project under his/her control. It is his function to ensure that all supervision and personnel who report to him are held accountable for the HSE performance in their respective areas. He regularly reviews implementation of the project HSE plan and the performance of the project with senior supervision and the HSE Manager.

d. Site Health, Safety and Environmental (HSE) Manager.

The Site Health, Safety and Environmental manager will manage and provide the necessary expertise to ensure the project complies with all DOD, corporate, and HN HSE and loss prevention regulations and all regulatory requirements. He is responsible for safety coordination, subcontractor employee safety orientation, job site HSE audits, and for providing analysis of safety performance and trends. He provides the necessary guidance and coaching for the safety and security of project personnel and equipment.



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e. Project Staff.

This group includes staff members in charge of other job site functions such as transportation, maintenance, field services utilities, business operations etc. These staff members are responsible for the safe performance of the work of those they supervise. They shall be responsible for safety communications and for the direct supervision and safety of their personnel as well as the orientation, training and enforcement of safe use of tools, equipment and work methods. They must set an example for their fellow employees by being familiar with applicable sections of the loss prevention program and complying with those rules.

5. S.A.F.E. Program.

KBR's corporate and project management will demonstrate its dedication to a safe work site by using our S.A.F.E. Program. S.A.F.E. is a behavior-based program used to help achieve our vision of working injury and incident free. S.A.F.E. is an acronym that stands for Shaping Accident Free Environments.

Our S.A.F.E. manual was developed at the project level as an aid to train employees company-wide. The contents of the manual are a combination of materials from past KBR experience along with many of the key elements defined by the leaders in Behavior-Based Safety. At the end of each chapter is a listing of successful project activities, which were taken from various projects throughout the company.

All project staff and supervisors will attend a two-day S.A.F.E. workshop. Each workshop concludes with all participants being asked to make a commitment for Shaping Accident Free Environments and to eliminate all incidents/injuries throughout the company. Employees and Supervisors are also taught how to perform effective Safety Observations and provide feedback through T.S.T.O. – Total Safe Task Observations. These activities and observations are tracked and trended as upstream measures.

All of the Subcontractor employees at site receive a one-hour orientation to the S.A.F.E. program in a group session following the site orientation. The S.A.F.E. program provides the direction to create an environment where employees are treated with respect, their concerns are acknowledged and handled in a timely manner and their input is actively sought and valued. It is a continually evolving process that is fueled by the question: What action must I take to eliminate the next injury?

6. Behavior-Based Safety Metrics.

In order to continue our approach to Injury/Incident-Free performance, we have implemented a formal behavioral approach to the identification and prevention of unsafe actions and conditions as an integral part of the S.A.F.E. Process. This process involves our employees and supervisors in the identification, tracking and correction of unsafe work practices, before they result in injury. It also promotes a more positive approach through recognition of safe performers. We also track supervisor's participation through Safety Inspection/Observation activities (TSTO) and numbers of observations made as an "Upstream Measure" - prior to injuries and incidents. We can track the frequency performance of supervisor observation tours and employee observations of peer work practices.

	<u>Program</u>	<u>Measurement</u>
a.	OSHA STATS /	Accident Frequency - IR



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W.C. Cases (F.A. Dr. Case/W.C. Claim & OSHA Rec.)

Goal: Measure frequency/Severity of injuries to monitor loss prevention & Control effort effectiveness and results - Reactive Measure

- b. S.A.F.E. / *Frequency of Observation
T.S.T.O. %Participation / % Compliance

Goal: Measure Frequency of Manager / Supervisor Observation Tours / HSE Assessment Inspections to monitor / identify levels of Supervisory Safety activities in order to monitor Supervisor accountability for safety.

- c. S.A.F.E./ Exposure Levels
T.S.T.O. S.A.F.E. - % Safe (Employee)
TSTO-% Safe (Supervisory)
Near misses reported as observations

Goal: Measure Frequency/Type of observed behaviors to monitor / Identify compliance levels and frequency of at-risk behaviors / practices in order to identify control measures to be taken.

- d. Area HSE Assessments No. / Type of Safe/Unsafe Condition/
Act/ Environ./Health /Practice Observed
& Corrected. /Participation by Supervisors

- e. Safety Culture Perception Surveys
Maintenance % Correlation between Employees and Management

7. High Impact Practices.

We have also identified 12 Highly Effective Practices that have been mandated on all projects. We will initiate these on all sites, monitor their implementation, and audit their effectiveness on a periodic basis. These 12 include the following:

- a. Project/Site Managers seek ways to actively participate in the HSE leadership of the project or site. These activities seek to communicate commitment to Incident Free performance and to translate this into commitment into action. Examples: Site managers address every new employee on commitment and expectations on HSE as part of the New Employee Orientation; Site managers make frequent trips to work areas to observe employee behavior, to acknowledge safe behaviors, and to seek feed back from employees on issues which affect HSE performance.
- b. Methods are established to identify positive HSE performance by employees and to provide recognition for such performance. These programs should seek to provide frequent recognition (it should be noted this recognition is not merely the presentation of token awards). Many projects have found identifying Safe employee behavior as



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part of Management tours of work areas and then inviting these employees to attend a lunch sponsored by the Project/site Manager to be very effective.

- c. Pre-Task HSE planning and communication (TSTI) is carried out in an enthusiastic and uncompromising fashion. The process is defined and all participants are trained in their roles and responsibilities. Projects have audit tools in place to ensure effectiveness of the process.
- d. Small Tool training is provided for all New Hire Helpers. Training should be hands on and specific to the tools to be used in the tasks to which an individual will be assigned.
- e. A defined body mechanics program (example BackSafe) is in place, which includes training on techniques specific to lifting and body positioning to prevent muscular-skeletal injuries. This process has been most successful when coupled to some type of stretching exercise program in preparation for work activities and providing awareness through stickers, posters, etc.
- f. Front Line Supervisor Training is provided (prior to initial assignment). Training should establish the supervisors' roles and responsibilities to HSE (TSTI, observation and hazard recognition, HSE processes relevant to their work, etc.)
- g. Actively seek to involve employees in the HSE process (this is most often accomplished through HSE committees such as Project Managers Safety and Quality Advisory Teams). Other methods include but are not limited to Teams trained to carry out behavior observation processes or to provide feedback to management on specific issues related to HSE.
- h. Implement periodic employee surveys to gather information concerning employee perceptions, attitudes, morale, concerns around empowerment and dignity and respect issues. These surveys are conducted on a frequent basis and feedback is acted on by management.
- i. Sub-contractors are included in all HSE activities including New Employee Orientation, HSE planning, recognition and HSE teams.
- j. Ensure quality of Care and Feeding – Quality of Life issues such as providing sheltered eating facilities, adequate vending equipment, adequate employee parking and entrance facilities, proper quality and quantity of small tools, courteous time office personnel/tool room attendants, etc. enhance morale and effectiveness of other processes.
- k. Implementation of a behavior observation process (seeking a leading indicator of HSE performance such as: TSTO, CFR, BST, SPOT). This process can be used to identify at risk behaviors before an accident has occurred and to identify safe behaviors as part of the positive recognition process. Observations are made by employees or teams of employees, which help in achieving employee involvement as noted in item #7.



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1. Have project/site wide HSE meetings on a monthly basis. The topics of these meeting should be taken from employee feedback surveys. These meeting should also be used to provide recognition for positive HSE accomplishments.

- 8. Project HSE Planning.**

Project team leadership continuously reviews site conditions, planned construction work, and other site activities in an ongoing attempt to reduce safety hazards and unsafe acts by all personnel. Hazardous operations, tie-ins, steel erection, heavy crane lifts, trenching operations, etc., must be planned and executed in accordance with the rule established by KBR.

- 9. Construction Task/Hazard Analysis.**

The analysis conducted is used to identify those hazards which will exist on-site and indicates preparations to be made in order to avoid accidents, injury, work stoppages, delays and other forms of loss. Any items identified in this analysis that may affect the operation of the base camp shall be communicated to the Project Manager in writing as required by the process safety requirements.

- 10. Responsibilities.**

The analysis is conducted by the project team management, led by the assigned project construction representative and assisted by KBR's HSE Manager. As soon as the analysis team has completed what they can, the analysis is reviewed by the project construction manager and KBR's HSE manager and/or project HSE manager, who will provide the additional definition necessary to complete the analysis.

Utilizing the Construction Hazard Analysis form, the project team reviews for potential hazards the planned design, existing plant conditions, environmental conditions, erection sequence and the like. Where changes in design, erection sequence, etc., could cost effectively reduce the hazard, these will be incorporated into the plan. Where changes are not cost effective, appropriate loss prevention procedures are developed, entered into the analysis form and incorporated into the construction site safety plan.

- 11. Site Specific Safety Plan.**

The site specific safety plan is developed using the construction/task hazard analysis and construction criteria. It is approved by the project manager, the operations manager, the Logistics Manager, the E&C manager and the Project HSE advisor.

- 12. Environmental Aspects.**

Planning to mitigate the impact of construction activities on the environment will also be initiated as required. This includes dust suppression measures, storm water runoff control measures, prevention of groundwater contamination, spill prevention and control measures. Pro-active pollution prevention efforts will also be facilitated where appropriate such as equipment noise suppression measures, construction wastewater effluents and solid wastes handling. These will include waste generation minimization guidelines, segregation and categorization guidelines and disposal guidelines. In particular, all industrial wastes such as plastics, metals, rubber, and wood shall be segregated on site and collected in designated containers for proper disposal.



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13. Employee Selection/Placement.

KBR selects qualified supervisors and employees through pre-employment screening, experience verification and evaluation, including substance abuse testing, a medical history, and skills evaluation. Our substance abuse policy and screening programs are proactive also. Through lowest-feasible-level pre-employment screening, random testing and post-accident screening on all KBR projects, we have committed ourselves to an alcohol/drug-free, safe work environment.

14. Project Orientation Program.

A site specific orientation program will be developed to familiarize employees/all personnel to the project conditions. During this session the Project Manager will make a personal commitment, to all personnel/employees, to place the highest value on establishing and maintaining an incident and injury free environment. We communicate our project expectations with each subcontractor and their employees prior to that individual starting any work.

The S.A.F.E. program will be communicated to all on-site personnel as part of the employee orientation. Training of personnel will be initiated at the orientation with specific programs such as fall prevention training. Formal training courses are reinforced and supplemented by daily and weekly gang-box safety meetings.

15. Safety Meetings.

Safety meetings are important for educating, training, and stressing to workers the importance of safety as an integral part of maintenance and construction work. Safety meetings will be held throughout the ranks on a weekly basis.

During the weekly staff meetings, safety is stressed by distributing the following materials:

- Studies of accidents and trends analyzed from first aid cases, doctor cases, lost-time accidents, "close calls" or "near misses"
- Results of job inspections conducted by the Project Team and client and the Project HSE Audits.

16. Safety Recognition Programs.

KBR uses safety recognition programs to motivate its employees and subcontractors to maintain a high level of safety performance. The programs emphasize providing recognition and publicity for superior safety performance among the employee's peers, family, and supervisors.

On the project level, monthly project newsletters are published and are used to publicize safety issues and recognize instances of superior safety performance on the job. Other project safety recognition includes:

- Posting on bulletin boards the man-hours worked safety
- Letters of commendation to employees and families
- Hard-hat decals for safe performance
- Safety Star of the Week
- Safe Crew of the Week



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- Employee safety awards dinners where top safety performers are presented jackets, hats, etc.

A project recognition team will be established to provide safety recognition on a continuous basis to reward individuals and teams for outstanding performance.

17. Safety Inspection.

The Project HSE Manager conducts continuous inspections of work areas using a detailed checklist. Detailed checklists are prepared and reviewed as needed. Some typical checklist items include: Housekeeping, Hoisting, Electrical Equipment, P.P.E., Formwork, Hand Tools, Scaffolding, Excavation and trenches, etc.

The Corporate HSE Manager or his designee will visit the job site periodically and audit the safety program for compliance with government regulations and HN requirements, project safety procedures and corporate standards. The outcome of the audit is reviewed with the Project HSE Manager and Project Manager. Recommendations for program improvement and plans for specification developed as well as any safety exceptions noted during the audit will be discussed. The Corporate HSE Manager/designee will submit a written report showing the results of the audit, recommendations made, and the plan of action.

The Corporate HSE Manager/designee will follow up on the audit exceptions and recommendations to ensure implementation of corrective action within the agreed-to timeframe.

18. Accident/Incident Investigation.

The Project HSE Manager will assure that a complete investigation is conducted of all incidents, and the chain of events and causes leading up to each serious accident/near-miss. The Supervisor is responsible for completing an Accident Report for each incident. Accident investigations are conducted solely for the purpose of obtaining information that will prevent recurrence of similar accidents; not to place blame. Accident causes will be identified and isolated to initiate direct positive action, which results in more control over accidents.

The Foreman will make a report of every incident that results in an injury or any serious near miss immediately following the assisting of any injured worker in seeking medical attention. Since the foreman is on the scene at all times, no one will have more knowledge of the accident than the foreman. This requirement not only benefits others in accident prevention, but also gets the key man in accident prevention involved and interested by requiring the foreman to recommend actions to preclude like injuries.

The accident/near miss investigation procedure benefits our safety efforts by helping to prevent the occurrence of similar accidents and to stress the importance of sound safety practices.

19. Fall Prevention/Protection Program.

KBR recognizes that falls account for 30% to 35% of all construction fatalities and constitute a significant liability in terms of insurance and Workers' Compensation claims. Consequently KBR's policy is to implement a Fall Prevention/Protection Program on all of our projects. This policy has proven to be an effective way of saving lives, time, and money during both facility construction and operation.



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During the construction phase of the project, the Fall Prevention/Protection Program focuses on providing continuous protection for work performed at heights of 6 feet and above. State-of-the-art full body harnesses are used to redistribute loads associated with fall deceleration across the body's pelvic region, thus reducing the risk of injury from fall arrest. Training is provided to all personnel in the effective use of fall protection equipment and systems. Structural Iron Tradesmen will be trained to be Instructors and will conduct all fall-prevention training at the site.

20. Subcontractor Safety.

Subcontractor safety is a priority on all KBR projects. KBR's approach to subcontractor safety performance is the same as the one we apply to ourselves: pro-active. Coordination between KBR, its subcontractors and the EVENT Force helps to achieve our mutual goal of a safe, quality project, completed on time and under budget. By committing to and implementing a policy of safety excellence on every project, KBR sets the example for all subcontractors on site and this in turn creates the "work safe" culture necessary for achieving "zero accidents". Even when subcontractors with substandard safety performance are the only qualified bidders, we have upgraded their programs and most have performed satisfactorily under our management and have adopted many of our policies and procedures on future projects. Subcontractors and their employees are consistently held to the same standards we apply to our managers, supervisors and employees and fully participate in our safety processes

Subcontractor selection begins with a pre-qualification questionnaire about their past safety performance and their safety program. Lower tier subs are to be identified and to provide similar information. This information is evaluated along with EVENT Force requirements in selecting appropriate bidders. Bidders are provided with detailed project safety requirements applicable to their work which include the project safety goals and these are spelled out at all Pre-bid and pre-award meetings. Subcontracts contain articles with strict safety accountability for each subcontractor to ensure compliance. Inspections/assessments are conducted periodically of all major subcontracts and corrective actions mandated. Consistently poor performance is cause for termination of the subcontract and/or removal from future bid list.

Each subcontractor site manager, line supervision and all site personnel are required to go through a project safety orientation where key project HSE requirements applicable to their work are re-affirmed. Where different languages and cultures are involved, we ensure project requirements are translated to increase understanding. We verify understanding through verbal or written comprehension testing. We also use multi-lingual signs and tags to emphasize key requirements throughout the job site as needed.

Line managers and supervisors are held accountable for safety of their personnel and direct subcontractors are held responsible for all lower tier subs. Subcontractors are required to have a safety program that addresses the hazards of their work and meets the requirements of our Project Safety Plan. In effect, subcontractors are required to comply with our program. They must be trained in and implement TSTI or the equivalent immediately. Their managers and supervisors are required to perform safety activities, which are tracked and reported. They must have a Substance Abuse Screening policy that equals or exceeds our program.

All subcontractors are to have a dedicated safety person and large subcontractors are required to have sufficient experienced safety coordinators to meet the requirements of our safety plan.



Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN

Subcontractors must submit detailed reports on their safety performance. Safety is discussed at all job start meetings and all planning/coordination meetings to ensure there is equal consideration given to safety and health issues, relative to schedule and cost. Subcontractors are also included in all site safety activities including TSTI / S.T.O.P., the KBR program of awards, incentives and recognition programs, etc. The results to date include reduced subcontractor accidents, lawsuits, and improved cooperation, productivity and profits.

D. OPEN COMMUNICATIONS – TSTI PROGRAM

The goal of working incident and injury free requires the dedication of both the front-line supervisors and the workers who actually perform the tasks. To achieve this, KBR has developed an instructional and safety communication approach called Total Safety Task Instruction (TSTI) and made it an integral part of our overall safety and health program.

TSTI is designed to maximize safety awareness on construction projects by providing an environment of total participation by both the people assigned the task and the task performer. KBR front-line supervisors and subcontractor supervisors are required to analyze each task assignment for safety hazards, communicate those hazards to their crews, and provide sound instructions on safe work practices to their crews prior to beginning the task. The crews then review the task for hazards, discuss them with the supervisor, and agree on the work processes that will be used to execute the task safely. By involving the task performers in safety task planning, TSTI encourages personal commitment and teamwork, and places accountability for safety performance on the workers themselves.

ENVIRONMENTAL PLAN
Attachment 3 - Cost estimate of Materials and Equipment

Quantity	Item	Estimated Cost	Vendor Quote used	Comments
Soil Remediation Equipment				
1	two cubic yard wheeled front end loader			
1	One cubic yard wheeled front end loader			
1	4 tonne/hr thermal desorbtion unit	\$2,400,000.00	Duratherm	rented or leased with 5 man crew, cost is for one years days rental, crew must be housed and fed.
3	Dump trucks with liquid tight beds			
230,000	Gallons Fuel Oil			To fire the thermal desorption unit.
Water Spill Control Equipment				
5000 feet	8 inch deep oil containment booms	\$49,550.00	Slickbar	Mk RB, PVC fabric
3	10 gpm floating oil skimmers	\$3,480.00	Slickbar	
3	10 gpm vacuum pumps	\$11,280.00	Slickbar	Diesel Powered
250 feet	vacuum hose for skimmers	\$4,160.00	Slickbar	25 foot sections
250 feet	pressure hose from vacuum pump	\$2,400.00	Slickbar	50 foot sections
	Tanks	\$20,000.00		Obtain locally, cost is estimate
Plastic Liners for Temporary Facilities				
200,000 SF	30 mil black LLDPE Plastic lining material	\$32,000.00	Polyflex	
1	heat sealing system for liner	\$27,150.00	Polyflex	two units, wedge welder and extrusion welder
Field Test Equipment				
1	TPH Soil Testing Kit, K-9310	\$741.60	CHEMetrics	
20	Refill kits for above, R-9310	\$4,449.60	CHEMetrics	
1000	1 liter Ziploc plastic bags			
1	HACH DREL Industrial water quality laboratory with optional equipment for total hardness, hydrazine, molybdenum, Total Phosphorus, Phosphonate, Q ammonia, Sulfide, triazole and benzotriazone, and zinc.		HACH	
1	HACH sensION 156 portable pH/ISE meter, 5465014		HACH	
1	Hach 2100P portable turbidity meter,		HACH	
1	Hach 4560000 COD reactor		HACH	
1	Pack 2125815 COD high range vials		HACH	
1	Pack 2125915 COD low range vials		HACH	
1	1864100 Cooling Rack for vials		HACH	
1	set 2833510 Oxygen Demand QC Standards		HACH	
2	200ml bottles of 2253929 COD standard solution		HACH	
2	200 ml bottles of 1218629 COD standard solution		HACH	
95	1 liter water sample bottles, PE, with screw top lids			
1	Draeger 64000260 Accura sampling pump	\$415.00	Draeger	
20	tubes, Ammonia, 8101711	\$112.00	Draeger	
20	tubes, Carbon Monoxide, 6733051	\$94.00	Draeger	
20	tubes, Hydrogen Sulfide, 8101461	\$124.00	Draeger	
20	tubes, Nitrogen Dioxide, CH300001	\$94.00	Draeger	
20	tubes, Sulfur Dioxide, 6727101	\$112.00	Draeger	

20	tubes, Oil, 6728371	\$138.00	Draeger	
20	tubes, Petroleum Hydrocarbons,8101691	\$138.00	Draeger	
1	SKS 2800 Type 2 Sound Level Meter Kit with QC-10 Calibrator, 755-280010	\$1,914.00	SKS	
1	One Octave Band Filter Set, 755-OB100 for above	\$796.00	SKS	
1	One Combination 1/3 and 1/1 filter, 755-OB300 for above	\$1,638.00	SKS	
1	Miscellaneous field equipment	\$50,000.00		to be determined
	Equipment for Environmental Staff			
2	large or medium sized SUV's with 4 wheel drive and sand tires and auto lock front hubs			
1	Large SUV, or Panel Truck, or Pickup with topper bed cover, 4 wheel drive, with sand tires and auto lock front hubs			
	Total	\$2,610,786.20		



Brown & Root Services

**STANDARD OPERATING
PROCEDURES**

LOGCAP Support Contract

Brown & Root Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.



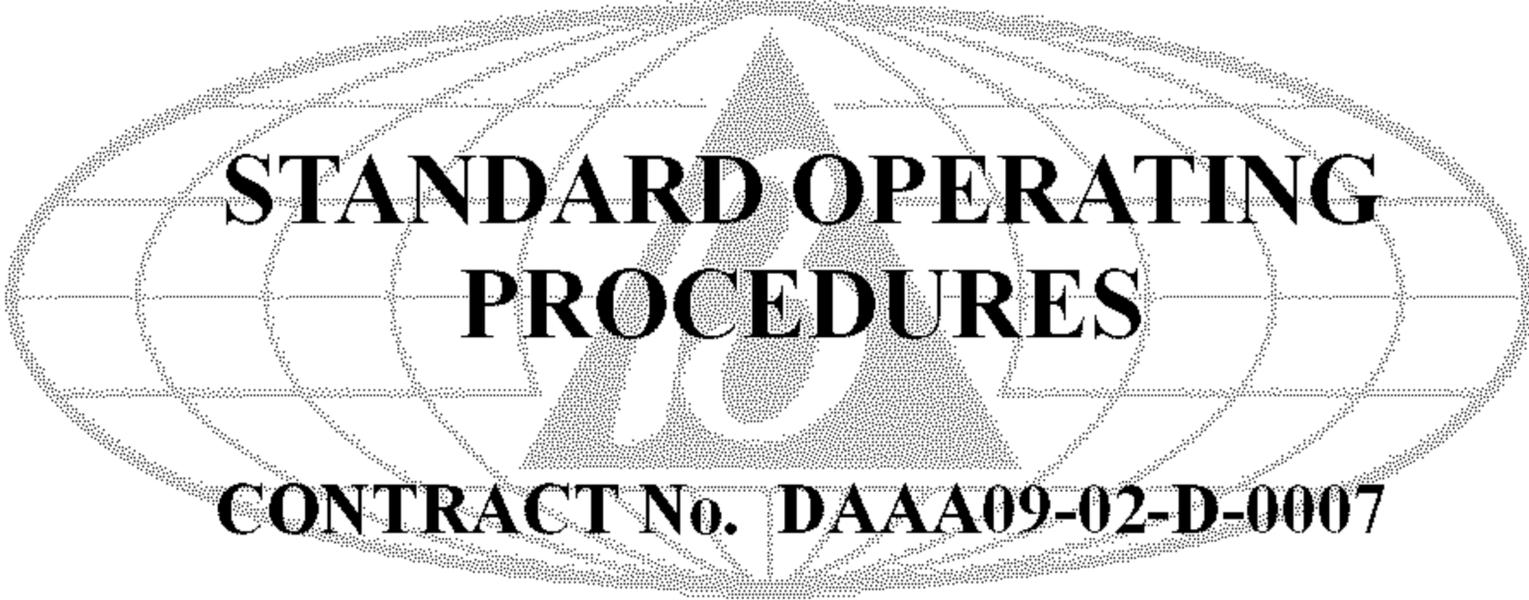
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**Logistics Civil Augmentation Program (LOGCAP)
STANDARD OPERATING PROCEDURES**

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>IDENT.NO.</u>
Book II	BRS OPSEC	SOP No. 21
Book II	BRS Security	SOP No. 22
Book II	BRS DCMA-approved Procurement System	SOP No. 23
Book II	BRS Property Control Procedures	SOP No. 24
Book II	BRS HSE policy	SOP No. 25
Book II	BRS HR Processing plan	SOP No. 26
Book II	BRS Quality Assurance plan	SOP No. 27

Brown & Root Services



STANDARD OPERATING PROCEDURES

CONTRACT No. DAAA09-02-D-0007

Book 2

**Brown & Root Proprietary Data-Source Selection
Information-See FAR 3.104**

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

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**BROWN & ROOT SERVICES (BRS), LOGCAP
GOVERNMENT PROPERTY CONTROL PROCEDURES**

I. SITUATION.

- A. GENERAL: This Property Control Procedure is a LOGCAP project specific supplement to the Government approved BRS property control plan.
- B. ASSUMPTIONS: Brown & Root Services (BRS) will receive Government furnished equipment, and will requisition/purchase other non-expendable equipment and material as required and authorized by the contract. All LOGCAP equipment and material shall be properly documented and controlled, from requisitioning through receipt at destination, and from issue until consumption, disposal, or return to the Government.

II. MISSION. Provide responsive logistic supply, inventory management, and property control support to LOGCAP utilizing approved procedures for ordering, controlling, and accounting for government furnished and contractor acquired property.

III. EXECUTION.

- A. GENERAL: All personnel will comply with the directions and provisions of this plan.
- B. METHOD OF EXECUTION: The specific policies, methods and procedures are set forth in Tabs A through L.

IV. REFERENCES

- A. LOGCAP Contract # DAAA09-02-D-0007
- B. Federal Acquisition Regulation clause 52.245-5
- C. Federal Acquisition Regulation Subpart 45.5
- D. DOD FAR Supplement (DFARS) Part 245
- E. Brown & Root Services approved Federal Government Property Control Procedures

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TABS:

- A. -Material/Property Control Overview & Self Audit Checklist
- B. -Requisitioning
- C. -Receiving & Identification
- D. -Property Records & LDD Processing
- E. -Storage, Warehousing and Stock Control
- F. -Property Consumption, Utilization and Maintenance
- G. -Physical Inventory of Government Property
- H. -Disposition of Property
- I. -Subcontractor Control
- J. -Reporting and Contract Property Close-out
- K. -Movement of Property
- L. -Tool Room Operation
- M. -Glossary of Terms

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TAB A (MATERIAL/PROPERTY CONTROL PLAN) TO BROWN & ROOT SERVICES, LOGCAP, PROPERTY CONTROL PLAN

P.C. - 00.00(R1)

SOP # LOGCAP PCP
Page Index

MATERIAL/PROPERTY CONTROL
INTRODUCTION/OVERVIEW

DATE EFFECTIVE
1 June 2002

NOTE: APPLIES TO
ALL PERSONNEL !!

SUPERSEDES DATED

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 REFERENCE

4.0 RESPONSIBILITIES AND FUNCTIONS

5.0 PROCEDURAL OVERVIEW -- ALL PERSONNEL

6.0 EXHIBITS

6.1 Exhibit A – Self Audit Checklist

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1.0 PURPOSE

This Appendix/Property Control Manual establishes project specific procedures and responsibilities covering all facets of property control, from requisition through disposition of all government property in the possession of BRS. In the event of inconsistencies between this procedure and the terms of the contract under which the Government property is provided or acquired, or the FAR, the terms of the contract shall prevail.

2.0 SCOPE

1.12.1 Procedures prescribed in this manual apply to all personnel ordering, using, handling, and having custody of or responsibility for LOGCAP government property. This manual will ensure government property is protected, controlled, preserved, and maintained in accordance with the FAR and the terms of the contract.

1.22.2 Index of Procedures in this Property Control Manual:

<u>SP NUMBER</u>	<u>SUBJECT</u>
P.C. - 00.00(R1)	Introduction
P.C. - 01.00(R1)	Requisitioning
P.C. - 02.00(R1)	Receiving
P.C. - 03.00(R1)	Property/Records
P.C. - 04.00(R1)	Storage/Warehousing & Stock Control
P.C. - 05.00(R1)	Consumption, Utilization & Maintenance
P.C. - 06.00(R1)	Physical Inventory of Government Property
P.C. - 07.00(R1)	Disposition of Property
P.C. - 08.00(R1)	Sub-Contractor Control
P.C. - 09.00(R1)	Reporting and Contract Property Closeout
P.C. - 10.00(R1)	Movement of Property
P.C. - 11.00(R1)	Tool Room Operation

3.0 REFERENCES

1.13.1 LOGCAP, Contract Provision FAR 52.245-5

1.23.2 Federal Acquisition Regulation (FAR) Subpart 45.5

1.33.3 DoD FAR Supplement (DFARS) Part 245

1.43.4 Approved Brown & Root Services Federal Government Property Control Procedures

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4.0 RESPONSIBILITIES AND FUNCTIONS

- 4.1 The LOGCAP Program General Manager will assign a Project Property Administrator through the issuance of a letter of authority. The Project Property Administrator will be responsible for overseeing the Project property control system.
 - 4.1.1 The Project Property Administrator is responsible for the overall implementation, accuracy, and effectiveness of the LOGCAP project Property Control System (PCS). This position will have primary responsibility for all Government property provided or subsequently acquired by the Government for use by BRS. This person will be responsible for all Government property records, assigning GP numbers, keeping computer or physical records, ensuring Government property is properly issued and accounted for, supervising inventories, and filing all reports required for property under this contract. This position will report to the LOGCAP Director of Procurement, Materials and Property. Additionally, this person shall have matrix responsibility and reporting to the BRS Property Manager as required.
 - 4.1.2 The BRS Site Project Manager (or designee) at each contract site will assign a Site Property Administrator through the issuance of a letter of authority. The Site Property Administrator will be responsible for overseeing the Contract site property control system. This position will have primary responsibility for all Government property provided to that site or subsequently acquired by the Government for use by BRS. This person will be responsible for assigning code numbers, keeping computer or physical records, ensuring Government property is properly issued and charged, supervising inventories, and filing all reports required for property under that contract. This position will report to the BRS Site Project Manager or designee. Additionally, this person shall have matrix responsibility and reporting to the assigned Project Property Administrator as required.
 - 4.1.3 Custodians, appointed by the Department Manager are responsible for maintaining property under their control, possession, and/or custody in strict accordance with the prime contract, FAR, DFARS, BRS Federal Government Property Control Procedures, and this Appendix/Property Control Manual.
 - 4.1.4 The manager or supervisor over an area or employee to which an item is assigned assumes secondary responsibility for that piece of government property. That person will be responsible for ensuring that maintenance is

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performed and that the item is provided adequate protection from theft, damage, and undue exposure to the elements, and misuse.

- 4.1.5 The user accepts final responsibility for Government property in their possession. This includes maintaining an item in a serviceable condition, documenting utilization, and reporting any loss, damage, or lack of serviceability.
- 4.1.6 Final disposition, disposal and removal of items from all property records are the responsibility of the Project Property Administrator and will be based on proper documentation.
- 4.2 LOGCAP Property/Material Control function(s) will be responsible for:
 - 4.2.1 Implementing and maintaining the policies, procedures and directives of the project PCS.
 - 4.2.2 Developing inventory schedules for warehouse area, etc. and furnishing a copy of the schedule to the appropriate Property Administrator.
 - 4.2.3 Ensuring all disciplines/functions/departments are complying with PCS procedures in the workplace.

5.0 PROCEDURAL OVERVIEW -- ALL PERSONNEL

- 5.1 In order to fulfil its responsibilities and functions, Material Control/Property will monitor project department methods of ordering, receiving, protecting and preserving, accounting for and controlling government property.
 - 5.1.1 Ordering: All property, whether government furnished or BRS acquired, must be:
 - 5.1.1.1 Authorized and requested by properly prepared and approved requesting documents, processed in a timely manner to minimize emergency priorities.
 - 5.1.1.2 Reasonable quantities, commensurate with the work to be accomplished.
 - 5.1.2 Receiving: All property will be:
 - 5.1.2.1 Received by authorized receiving agents.
 - 5.1.2.2 Unpacked, counted, and checked for discrepancies in count, damage, incorrect and/or unacceptable substitutions, etc.

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- 5.1.2.3 Promptly "signed for," with complete name and/or BRS badge number, on warehouse requisitions or other properly prepared issue/receiving and inspection reports.
- 5.1.2.4 Identified and permanently marked with control/tag number, if required.
- 5.1.3 Storing and Moving: Property will:
 - 5.1.3.1 Be properly stored in an area and in a way designated for the type item.
 - 5.1.3.2 Be provided adequate housekeeping and protection for both inside and outside stores items, including hazardous materials, precious metals, sensitive items, etc.
 - 5.1.3.3 Have necessary measures taken for air circulation, drainage, corrosion prevention, age control, fire protection, etc.
 - 5.1.3.4 Be in designated warehouse and storage areas.
 - 5.1.3.5 Be moved only under proper authority, supported by documentation, protected during movement, and using proper handling equipment, techniques and safety precautions.
 - 5.1.3.6 Have loss, damage or theft investigated, documented, and reported without delay to Material Control. Material Control will forward such reports to the Project/Site Property Administrator as required.
- 5.1.4 Consuming: Quantities of material/supplies produced or procured for incorporation into an end item or otherwise consumed will be:
 - 5.1.4.1 Controlled, issued, and consumed or otherwise accounted for, or returned for disposition in its original condition (less fair wear and tear, if applicable).
 - 5.1.4.2 Be reasonable when compared to the work/job at hand and Material Requisitions.
 - 5.1.4.3 Be promptly returned to stock and recorded when determined to be excess.

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- 5.1.5 Utilizing: The Government property shall be used only for performing this contract, unless otherwise provided in this contract or approved by the Contracting Officer.
- 5.1.6 Maintaining: Property, including Real Property, will:
 - 5.1.6.1 Be scheduled for and receive timely periodic maintenance.
 - 5.1.6.2 Have accurate and current preventative maintenance and corrective action records.
 - 5.1.6.3 Be regularly inspected to determine need for repairs or replacement.
 - 5.1.6.4 Be rehabilitated when authorized and cost effective.
 - 5.1.6.5 Have rehabilitation, repair, and replacement costs accurately recorded.
- 5.1.7 Inventorying: Physical inventories of all Government property in BRS possession will:
 - 5.1.7.1 Be performed and completed not later than the 30th of September each calendar year, with a copy of the schedule provided to Material Control and the GPA.
 - 5.1.7.2 Reflect completion date with respect to location, control number, count, etc.
 - 5.1.7.3 Be promptly, accurately and completely posted to accounting record.
 - 5.1.7.4 Following inventory, adjustments will:
 - (a) Be posted promptly to accounting record.
 - (b) Accurately reflect quantities, date, etc., and be clearly identified as an inventory adjustment.
 - (c) Be reported to the Site Property Administrator.
 - (d) Reflect all instances of loss, damage or destruction, and be reported properly and promptly.
- 5.1.8 Disposing: Government property will be disposed of by:

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- 5.1.8.1 Screening items against existing and anticipated needs.
 - 5.1.8.2 Promptly reporting excess items.
 - 5.1.8.3 Receiving proper authority from the Government Property Administrator, Plant Clearance Officer or the ACO prior to disposal.
 - 5.1.8.4 Removing government property labels or identification.
 - 5.1.8.5 Completing disposition documentation showing authority, action, date and posting to the record.
- 5.2 The Property/Material control function will also:
- 5.2.1 Develop and maintain a PCS that contains adequate locator systems and techniques so that any item or record of government property can be found and produced within a reasonable period of time.
 - 5.2.2 Develop efficient methods for determining and promptly reporting excess property to the Plant Clearance Officer.
 - 5.2.3 Investigate loss, damage, destruction or excessive consumption of government property and will report results to the Government Property Administrator.
- 5.3 Procurement subcontract administrators shall develop realistic subcontract provisions addressing administration of government property in possession of Project subcontractors. Subcontractor adherence to these provisions will be monitored, and may be inspected at any time by the Site Property Administrator or a designee.
- 5.4 Perform Self Audit
- 5.4.1 The BRS Property Manager will ensure that an internal property systems audit is conducted as frequently as conditions warrant. These audits may take place at any time during the contract performance period. The self-audit will be conducted at least annually and will be performed by the BRS Property Manager or designee as required.
 - 5.4.2 The self-audit and all supporting documentation associated with the audit will be maintained on file in the property control section.

6.0 Exhibits

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6.1 Self Audit, Functions, Functions Segments and Criteria (Exhibit A)

6.1.1	<u>AREAS</u>	<u>FUNCTION</u>
	1	Property Management
	2	Acquisition
	3	Receiving
	4	Identification
	5	Records
	6	Movement
	7	Storage
	8	Physical Inventories
	9	Reports
	10	Consumption
	11	Utilization
	12	Maintenance
	13	Subcontractor Control
	14	Disposition
	15	Contract Property Close-out

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EXHIBIT A

Function 1: Property Management

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected By:

Date:

Property Management

In Compliance

The process of maintaining an adequate property control system for Government-Property; reporting LDD; and the process of contractor internal self audit.	
<u>Functional Segment: Management</u>	
1. Written policies and procedures provide for effective property control of each type of Government asset in its possession.	Yes / No
2. Procedures are maintained in an up to date status that meet contractual requirements, with changes submitted to PA for review, and are readily available to personnel accountable for or otherwise responsible for Government Property.	Yes / No
3. Plans are prepared and implemented for corrective action and furnished to the PA promptly after notification of a system deficiency or incident of LDD, where applicable.	Yes / No
4. Provides immediate interim protection of Government Property in response to identified deficiencies until permanent measures are taken.	Yes / No
<u>Functional Segment: Reporting of Loss, Damage, and Destruction</u>	
1. Promptly identifies, investigates, and reports incidents involving LDD of Government property to the PA and other appropriate authorities.	Yes / No
2. Promptly furnishes all necessary data to substantiate request for relief of responsibility as defined in Tab D of this PCP.	Yes / No
<u>Functional Segment: Audits of Government Property</u>	
1. Performs audits of property management issues in accordance with company policy and promptly initiates corrective actions when audits disclose deficiencies.	Yes / No
2. Audit function coordinates review plans and results with the PA to preclude duplication of effort and enhance problem	Yes / No

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solution.	
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Function 2: Acquisition

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Acquisition

In Compliance

The process of acquiring Government property either through requisition or transfer from Government sources or through purchase, including those made from contractor stores.	
<u>Functional Segment: Acquisition Authority</u>	
1. Provisions and requirements related to Government property are flowed down to appropriate contractor property acquisition organizations.	Yes / No
2. Authority exists for acquisition of facilities and special test equipment.	Yes / No
3. Material transfers between contracts are adequately documented.	Yes / No
4. Contracting Officers consent or approval is obtained when required.	Yes / No
<u>Functional Segment: Ordering Practices</u>	
1. Acquisition documents include detailed and accurate description of assets being acquired and contract equivalent code designator.	Yes / No
2. Items and quantities requisitioned, purchased, or fabricated are contractually authorized, based of firm requirements, and are not available from existing stocks.	Yes / No
3. Economic ordering practices are properly applied, when applicable.	Yes / No
4. Orders are processed in a timely manner to minimize emergency acquisitions or requisitions.	Yes / No
5. On-order assets are monitored until assets are received.	Yes / No
6. On-order assets are canceled or amended, to the extent possible when requirements are changed by contract	Yes / No

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modification, engineering change, terminations, production schedule revision, receipt of “pushed” items, etc.	
<u>Acquisition</u>	<u>In Compliance</u>
Functional Segment: <u>Ordering Practices (Continued)</u>	
7. Distribution, cancellation, and change of purchase requisitions are properly controlled.	Yes / No
Functional Segment: <u>MILSTRIP Acquisitions</u>	
1. Requisition documents are properly prepared and processed including routing identifiers, fund codes, priority designator, etc.	Yes / No
2. Status file is maintained, supply status monitored, and appropriate action taken when required.	Yes / No
3. Requests are submitted in a timely manner to minimize use of emergency priorities.	Yes / No

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Function 3: Receiving

Subcontract/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Receiving

In Compliance

The process of Government property initially entering into a contractor's custody.	
<u>Functional Segment: Receiving Process</u>	
1. Property is promptly examined upon arrival to determine quantity received, determine condition, and identify transit-related discrepancies.	Yes / No
2. Returnable and reusable containers are properly controlled and accounted for.	Yes / No
3. Receiving reports are promptly prepared that document items and quantities received, condition, shipping data, date received, etc.	Yes / No
4. Items received are reconciled against requisition documents, purchase orders, packing lists or related documents to ensure accountability for all items, attachments, and accessories.	Yes / No
5. Items received by contractors for rework, processing, or repair under terms of contract warranty provisions are identified and documented during the receiving process.	Yes / No
6. Completed receiving reports are promptly distributed to designated inventory control points, accounting functions, etc., to ensure full accountability is established.	Yes / No
7. Incoming property is provided adequate protection and storage during the receiving process.	Yes / No
<u>Functional Segment: Discrepancies Incident to Shipment</u>	
1. Misdirected shipments and other discrepant property is adequately segregated and controlled pending receipt of disposition instructions.	Yes / No
2. Causes of discrepancies are investigated and documented.	Yes / No

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Function 4: Identification

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Identification

In Compliance

The process of properly identifying Government Property.	
<u>Functional Segment: Identification Process</u>	
1. Assets are labeled, tagged, or otherwise identified upon fabrication or receipt.	Yes / No
2. General-purpose components of special test equipment are identified in a manner to facilitate removal and reutilization.	Yes / No

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Function 5: Records

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Records

In Compliance

The official accountable records maintained by a contractor to show status and to control all Government property furnished to or otherwise acquired by the Contractor.	
<u>Functional Segment: All Records of Government Property</u>	
1. Property control records conform to FAR or other contractual requirements and are accurately maintained for all Government property at the contractors primary and alternate locations as well as subcontractor locations.	Yes / No
2. Support documentation used for posting entries provides complete, current and auditable data.	Yes / No
3. Transactions, including location changes, are promptly posted.	Yes / No
4. Records are established for all assets purchased, fabricated, furnished by the Government, parts removed or recovered, or transferred from other work of the contractor.	Yes / No
5. Sensitive property is accurately reflected on inventory control records.	Yes / No
6. Inventory control records are closed by means of proper posting entry, adequately supported by documentation.	Yes / No
<u>Functional Segment: Material Records</u>	
1. Stock levels and reorder points are reflected on record where applicable, are reasonably sound, and are consistent with contract provisions.	Yes / No
2. Receipt and issue records are maintained as authorized by the PA.	Yes / No

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<u>Functional Segment: Custodial Records</u>	
1. Custodial records are established for items issued from tool cribs, guard force, protective clothing, and other items issued to individuals for use in their work.	Yes / No

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Function 6: Movement

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Movement

In Compliance

The process of moving all types of Government property. It includes movement from one point to another within a contractor's facility, movement between facilities, for any purpose, and protection during movement.	
<u>Functional Segment: Material Handling</u>	
1. Item is moved under proper authority, supported by approved documentation, i.e. issue slips, shipping ticket, location change order, etc.	Yes / No
2. Copies of Maintenance record sent to gaining location	Yes / No
3. Adequate protection is provided during movement, such as packing, covering, skidding, proper handling equipment, procedures, techniques, and safety precautions.	Yes / No

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Function 7: Storage.

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Storage

In Compliance

The process of storing all types of Government Property.	
<u>Functional Segment: Storage Areas</u>	
1. Housekeeping is adequate.	Yes / No
2. Government Property is segregated from Contractor property, when required.	Yes / No
3. Adequate physical security and protection are provided for assets in both inside and outside storage.	Yes / No
4. Access to property in storage is limited to authorized personnel.	Yes / No
5. Assets in storage are properly packaged and preserved, when required.	Yes / No
<u>Functional Segment: Special Storage Areas</u>	
1. Additional physical security and protection are provided for sensitive items.	Yes / No
2. Special controls and inspections are provided for items in storage subject to corrosion, humidity, temperature, age controls, etc.	Yes / No

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Function 8: Physical Inventories

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Physical Inventories

In Compliance

The process of physically locating and counting Government property and comparing it to records of such property, including the posting of findings and adjustments and the reporting of adjustments to the PA.	
<u>Functional Segment: Performance</u>	
1. Physical inventories are performed Annually.	Yes / No
2. Physical inventories are conducted by other than those maintaining records or having custody of property.	Yes / No
3. Property inventoried is properly sighted and counted either manually or electronically.	Yes / No
4. Physical inventories, adequate for disposal purposes, are performed promptly upon contract completion or termination unless waived by the PA.	Yes / No
<u>Functional Segment: Recording</u>	
1. Inventory is posted to accountable record within reasonable period.	Yes / No
2. Posting to accountable record is completed, accurately showing date and quantity, and clearly identified as an inventory entry.	Yes / No
<u>Functional Segment: Material Records Adjustments</u>	
1. Material quantity adjustments are promptly posted to accountable records.	Yes / No
<u>Functional Segment: Reporting Inventory Findings</u>	
1. Results of physical inventories, including all adjustments and LDD's are identified as a result of physical inventories, and reported to the PA.	Yes / No

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Function 9: Reports

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Reports

In Compliance

The preparation and submission of reports reflecting the status of Government property as required by contract or regulation.	
<u>Functional Segment: Accuracy and Completeness</u>	
1. Responsibility for report preparation is clearly assigned to specific functions.	Yes / No
2. Sources of data are clearly defined, accurate, and current.	Yes / No
3. Appropriate audit or other method is employed by the contractor to verify report accuracy and completeness.	Yes / No
<u>Functional Segment: Report Submission</u>	
1. Controls are maintained to identify: <ul style="list-style-type: none"> a) Contracts subject to report requirements. b) Specific reports required. c) Required submission dates for reports. 	Yes / No Yes / No Yes / No
2. Procedures provide adequate lead-time for orderly compilation of data and report submission.	Yes / No
3. Reports are distributed according to contractual requirements.	Yes / No

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Function 10: Consumption

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Consumption

In Compliance

The process of incorporating Government property, of the material or agency peculiar classification, into an end item or otherwise consuming it in the performance of the contract.	
<u>Functional Segment: Reasonableness of Consumption</u>	
1. Items are consumed only as authorized by the contract unless otherwise approved by the CO.	Yes / No
2. Quantities consumed are reasonable when compared to requirements such as bill of material, material requirements lists, established scrap rates etc.	Yes / No
3. Issue documentation maintains an audit trail reflecting that items are properly consumed.	Yes / No
4. Issue documentation is properly authorized and prepared.	Yes / No
5. Assets are issued "first-in first-out" for age sensitive materials.	Yes / No
6. Contractor investigates and analyzes consumption level above planned usage rates.	Yes / No
<u>Functional Segment: Identification of Excess</u>	
1. Using areas identifies and returns material to stores that is not required for current work.	Yes / No
2. Degree of use or contractual authorization justifies retention.	Yes / No
3. Continuous screening is accomplished to identify excess assets.	Yes / No

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4. Reporting of excess is promptly initiated for all property excess of the amount needed to complete full performance under the contracts providing it or authorizing its use.	Yes / No
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Function 11: Utilization

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Utilization

In Compliance

The process of using facilities, special tooling, special test equipment, and agency-peculiar property for the purpose which furnished or acquired.	
<u>Functional Segment: Authorized Use</u>	
1. Items are used only as authorized by the contract unless otherwise approved by the CO.	Yes / No
2. Methods are established for determining and allocating rental charges, when required.	Yes / No
<u>Functional Segment: Identification of Excess</u>	
1. Degree of utilization or contractual authorization justifies retention.	Yes / No
2. Continuous screening is accomplished to identify excess assets.	Yes / No
3. Reporting of excess is promptly initiated for all property excess of the amount needed to complete full performance under the contracts providing it or authorizing its use.	Yes / No

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Function 12: Maintenance

Subcontract/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Maintenance

In Compliance

The process of providing the amount of care necessary to obtain a high quality of production and the most useful service life of Government property.	
<u>Functional Segment: Preventive Maintenance</u>	
1. Contractor obtains and complies with current technical publications for maintenance of Government property, when applicable.	Yes / No
2. Item is scheduled for periodic maintenance (including technical publication compliance), when appropriate.	Yes / No
3. Inspection and/or periodic maintenance are performed according to the schedule in the contractor's approved property control system.	Yes / No
4. Records of preventive maintenance and corrective actions are adequate and accurate.	Yes / No
<u>Functional Segment: Capital-Type Rehabilitation</u>	
1. Inspection is performed as scheduled and results are reported including the need for major repair, asset replacement, or CTR.	Yes / No
2. Approval is obtained to modify, cannibalize, or repair Government property other than repairs authorized by contract requirement or through the approved maintenance program.	Yes / No
3. Rehabilitation is properly accomplished, when authorized.	Yes / No

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Function 13: Subcontract Control

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Subcontractor Control

In Compliance

The process of prime contractor control over subcontractors on Government property.	
<u>Functional Segment: Prime Contractors Responsibilities</u>	
1. Subcontract reflects assets to be provided and flowdown of contract requirements including adequate instructions on subcontractor responsibilities.	Yes / No
2. CO approval has been obtained for each subcontract that will relieve the subcontractor of the risk of loss of Government property and the Government must receive consideration when appropriate.	Yes / No
3. When the prime contractor uses subcontractor records as its official records of Government property, and the subcontractor has a system approved by the Government, the prime contractor has implemented a system to maintain visibility of property at subcontractor locations.	Yes / No
4. The prime contractor has established an adequate system analysis program to assess the adequacy of records, control, protection, preservation, and maintenance of Government property in the possession of subcontractors unless supporting property administration has been obtained.	Yes / No
5. The prime contractor properly administers the risk of loss and other provisions of subcontracts related to Government property.	Yes / No

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Function 14: Disposition

Subcontractor/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Disposition

In Compliance

The process of disclosing excess, requesting disposition instructions, and effecting disposal of Government property.	
<u>Functional Segment: Disclosure of Excess</u>	
1. In-house screening of excess assets is accomplished at contract completion or when determined to be excess, to identify possible uses on other contracts or other work of the contractor.	Yes / No
2. Items determined excess are promptly reported to the Government.	Yes / No
3. Declaration as excess is complete and accurate.	Yes / No
<u>Functional Segment: Disposal</u>	
1. There is proper authority for disposition.	Yes / No
2. Disposition is accomplished in compliance with FAR 45.6 or other specific contract provisions.	Yes / No
3. Item was disposed of within a reasonable time period after disposal authority was received.	Yes / No
4. Identification tag is removed from item before disposal, when appropriate.	Yes / No
5. Documentation of disposition is complete and reflects authority, disposal action, date of disposal, and is posted to record.	Yes / No
6. Proceeds from sale of assets have been credited to the Government.	Yes / No
<u>Functional Segment: Approved Scrap Procedure</u>	
1. Contractor complies with provisions of approved scrap procedure.	Yes / No

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2. Proceeds from scrap sales have been properly credited.	Yes / No
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Function 15: Contract close-out.

Subcontract/Custodian Inspected:

Personnel Contacted:

Inspected by:

Date:

Rating:

Contract Property Close-out

In Compliance

The process of properly closing out the property element of a contract.	
<u>Functional Segment: Relief from Responsibility</u>	
1. Contractual authorization or CO approval is obtained to transfer Government property from a completed contract when identified for use on other contracts or for retention of idle assets (except for contractor's purchase or retention at cost of contractor-acquired property).	Yes / No
2. Inventory adjustments, liability determinations, and other property issues are resolved before contract close-out.	Yes / No
<u>Functional Segment: Final Contract Review</u>	
1. Contractor property management organizations are aware of contracts approaching completion.	Yes / No
2. Lists of special tooling to the special tooling clause are provided to the Government for disposition purposes.	Yes / No
3. Prescribed reports required for completed contracts are properly submitted.	Yes / No
4. The contractor notifies the PA promptly when all pending actions on property-related matters are completed.	Yes / No

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TAB B (REQUISITIONING) TO BROWN & ROOT SERVICES, LOGCAP, PROPERTY CONTROL PLAN

P.C. - 01.00(R1)

SOP # LOGCAP PCP

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DATE EFFECTIVE

1 June 2002

SUPERSEDES DATED

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4.7 Material Control -- Receiving Purchase Status

4.8 Material Control -- Expediting, Follow-up & Receipt of Property

4.9 MILSTRIP – Requisitions

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1.0 PURPOSE

Establishes procedures for initiating procurement of materials, equipment and services required to perform the project. A material requisition (MR), properly prepared, reviewed, approved and submitted, expedites the procurement process and improves Brown & Root Service's overall project performance.

2.0 SCOPE

Applies to all project organizational elements requisitioning materials, equipment, and services.

3.0 RESPONSIBILITY

- 3.1 Procurement and Material Managers shall ensure that Material Control personnel are well qualified and possess a thorough knowledge of the BRS material management system.
- 3.2 Material Managers shall provide requisitioning and Material Control support to all LOGCAP personnel. This includes, but is not limited to, day-to-day supply support, training (material control and requisitioner/end-users), and property record/data base maintenance.
- 3.3 Material Control personnel are responsible for all aspects of processing a requisition.
- 3.4 Within their functional area, every manager and supervisor must ensure requisitions are properly prepared, reviewed, approved, and submitted in a timely manner. This includes personally reviewing requisitions for accuracy and completeness; verifying requirements are valid, quantities reasonable, and priority/required delivery date is commensurate with project schedule; and ensuring accurate, adequate drawings, specifications/purchase descriptions, and other attachments.

4.0 PROCEDURES

4.1 General

- 4.1.1 Requisitions for all property, whether government furnished or BRS acquired, must:
 - 4.1.1.1 Be contractually authorized and necessary for performance of the prime contract;
 - 4.1.1.2 Be for the quantities required for said performance;

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- 4.1.1.3 Be requested by properly prepared, processed, and approved requisition documents, in accordance with prime contract and Project procedures;
 - 4.1.1.4 Be submitted in a timely manner;
 - 4.1.1.5 Contain a realistic, dependable Required Delivery Date (RDD) to minimize use of emergency priorities; and
 - 4.1.1.6 Contain sufficient description (NOUN, MANUFACTURER, National Stock Number (if available) and PART NUMBER, color, material, size/dimensions, salient features/ required performance data, END-ITEM (model/serial number) APPLICATION) to assure acquisition of the correct item.
- 4.1.2 Contacting vendors and purchasing property and services is the responsibility of the Procurement Department/Office. At no time will another department employee (including requesters, end-users, or material control personnel) directly place, or give the appearance of placing an order with a vendor. In addition, requests for pricing, availability, or product information should be made to the Procurement Office, who will in turn contact the vendor.
- 4.1.3 If Government Furnished Equipment/Property (GFE/P) is available through the military or other government sources, transfers or temporary hand receipt can be accomplished in the following manner:
- 4.1.3.1 The Site Property Administrator or Contract Administrator will initiate a formal request for GFE/P. This request can be in the form of a memorandum or a Material Requisition. The request will be submitted to the ACO or PCO, and will stipulate if it is a Permanent/lateral transfer or a Temporary loan requirement.
 - 4.1.3.2 A permanent/lateral transfer means that this equipment will vest in the LOGCAP contract as GFP/contract property. BRS will have full use, control, accountability, maintenance and disposition under the terms of the contract. If approved, a transfer directive will be issued by the ACO. This transfer memorandum will have the signatures of the Army Property Book Officer (if applicable) to release title, the DCMA GPA concurring with the contract need, the DCMA ACO approving the transfer and the BRS SPA. The physical transfer will be documented by the use of DD form 1149 or DA form 3161.

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4.1.3.3 Temporary/loan property is GFE/P that has been identified for potential use on the contract, however, the military will not release title. To obtain loan property a request must be submitted to the ACO. This equipment will be returned to military control upon completion of the contract or sooner if no further need exist in support of the LOGCAP mission. The military can also recall this equipment at any time, based on military needs. This equipment will not be processed under the DCMA plant clearance process or contract property sales. In addition, the BRS property records will identify these items in a manner that will provide a clear audit trail in regard to producing property reports of all loan equipment being used in support of the contract. If military control numbers such as USA numbers are assigned to the equipment, these numbers will be recorded on the records as well.

4.1.3.4 Prior to receiving GFE/P, the equipment will be inspected by a qualified BRS technician to ensure the equipment is in fully mission capable condition. If found that the equipment is in less than fully mission capable condition, the ACO and GPA will be notified. Repairs will not be initiated until approval from the ACO has been granted.

4.2 Requisitioner/User -- Preparing Material Requisitions (MR)

4.2.1 To obtain material or equipment. LOGCAP personnel must prepare a Material Requisition

4.2.2 The completed MR will be forwarded to Material Control.

4.3 Warehouse -- Filling Requisitions from Stock

4.3.1 Warehouse personnel will first attempt to fill requisitions from stock on-hand.

4.3.2 If suitable property is available for issue, warehouse personnel will:

4.3.2.1 Complete a Warehouse Issue Document or DA Form 3161 and issue the item to requester.

4.3.2.2 Have the requester count all items being issued.

4.3.2.3 Sign his/her name and/or badge number on the "Issued By" line on the issue document.

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- 4.3.2.4 Have the requester acknowledge receiving the items/quantities listed on the Warehouse Requisition or DA form 3161 by printing his/her name and/or badge number on the "Received By" line, and then signing above it.
 - 4.3.2.5 Give a copy of the Warehouse Requisition-Issue Document or DA Form 3161 to the requester.
 - 4.3.2.6 Retain the original Warehouse Requisition/Issue Document or DA Form 3161 for Material Control records.
- 4.3.3 If suitable property is not available for issue, forward the MR to the Material Control office.

4.4 Material Control -- Establishing Due-In Requisitions

Property may not be available, or there may not be sufficient stock on-hand to fill the entire quantity. When this happens, Material Control takes action to obtain the property for the requester.

- 4.4.1 Review MR document(s) for accuracy, completeness, approvals, and warehouse coordination. Date stamp or write the date received on the MR, and work with the customer to rectify any discrepancies/omissions.
- 4.4.2 Use the Material Control catalog to identify the item by BRS stock number or NSN if being requisitioned through the military supply system. If new item (no stock number assigned), identify correct FSC, NSN (if available), and assign new stock number in accordance with established procedures.
- 4.4.3 Material Control logs in the MR and assigns it a Material Control requisition number, which is written on the MR. A copy of the MR is then given to the requester.
 - 4.4.3.1 If automated requisitioning is available, Material Control will enter the data into the tracking system or Purchase Order Log.
 - 4.4.3.2 For items that require a Government Property Tag number, Material Control or the Property office will indicate "PROPERTY ITEM" on the MR.

4.5 Cost Control and Project Management – Approvals

All requisitions must be coordinated with cost control and approved by project management before submitting for procurement action.

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- 4.5.1 Material Control routes the MR copy set to the local Cost Controls office and Project Management for coordination and approval. After approval, Project Management returns the MR form set to Material Control.
 - 4.5.1.1 Cost Control will write or type the cost accounting data on the MR.
 - 4.5.1.2 Project Management approves the requisition.
- 4.6 Material Control -- Processing Requisitions to Purchasing
 - 4.6.1 Upon return, Material Control processes the approved MR, establishes a manual record file by MR number and forwards to Procurement for purchase action. If the client directs that Military sources will be used to local purchase, the completed MR will be forwarded to the appropriate office as directed by the ACO.
- 4.7 Material Control -- Receiving Purchase Status

Material Control receives status updates on open MRs.

 - 4.7.1 Buyers provide Material Control with a copy of the Purchase Order.
 - 4.7.2 Communication between Material Control, Expediting, and Traffic and the Military purchasing office (if require) result in status updates.
- 4.8 Material Control – Expediting, Follow-Up and Receipt of Property
 - 4.8.1 Event Material Control personnel can also contact the Houston Support Office for support and assistance.
 - 4.8.2 The LOGCAP Traffic Section interfaces directly with all personnel to coordinate the movement of cargo and passengers to and from an Event location.
- 4.9 MILSTRIP Requisitions
 - 4.9.1 MILSTRIP - Military Standard Requisitioning and Issue Procedures can be used for requisitioning, receiving and returning Government Material wherever BRS is authorized by contract and provided a Department of Defense Address Activity Code (DoDAAC). Requisitioning procedures will be in accordance with local established procedures governing the use of MILSTRIP.

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- 4.9.2 High priority requisitions (urgency of need designators A&B) will be verified and approved by the Project manager or designated representative.

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TAB C (RECEIVING) TO BROWN & ROOT SERVICES, LOGCAP, PROPERTY CONTROL PLAN

P.C. - 02.00(R1)

SOP # LOGCAP PCP

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DATE EFFECTIVE

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- 8.3 Exhibit C - Sample Checklist for Shortages
- 8.4 Exhibit D - Sample Checklist for Damages
- 8.5 Exhibit E - BRS Bulk Delivery Ticket

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1.0 PURPOSE

Establish policies and procedures to receive government property pursuant to the regulations and directives of the prime contract, the approved BRS Government Property Control Procedures, and applicable sections of the FAR Part 45 - Government Property.

2.0 SCOPE

This procedure applies to all BRS and Subcontractor personnel involved in receiving property. It includes inspection; acceptance or rejection; identification and marking; routing, storage, and control of property as it applies to the receiving function; documenting receipts, shortages, damages and discrepancies; and maintaining data used to establish property control consistent with contractual requirements.

3.0 RECEIVING POINT DEFINITIONS

- 3.1 Primary Receiving Point: Receiving point at which inspection and acceptance takes place, and where MRR and "Overage, Shortage & Damage" (OS&D) reports are prepared.
- 3.2 Secondary Receiving Point(s): Second or subsequent receiving point(s) performing receiving actions to maintain property control, chain of custody, and identify property for operating stock, redistribution, or issue to end-users. Identified problems and/or inconsistencies are documented and resolved.
- 3.3 An Event location receiving function can be both a primary and a secondary receiving point, depending on the purchase order and shipping instructions. The determining factor is where initial inspection and acceptance takes place.

4.0 RESPONSIBILITIES

- 4.1 The LOGCAP Material Control Managers are responsible for the overall implementation, administration, compliance and effectiveness of LOGCAP receiving functions. Together with BRS Traffic Representatives, they ensure subcontractors perform receiving functions (freight forwarding) in accordance with the subcontract and LOGCAP procedures. Designated individual(s) conduct regular quality assurance inspections of subcontracted operations to ensure procedural compliance.
- 4.2 BRS receiving personnel are responsible for receiving, verifying, counting, inspecting, accepting or rejecting and identifying government property. They prepare Material Receiving Reports (MRRs); Reports of Discrepancy (ROD), Overage, Shortage or Damage (OS&D) reports, and other associated documentation. They determine or identify discrepant shipments; maintain the

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OS&D register; and tag and segregate discrepant items in accordance with this procedure.

- 4.3 The Event location receiving function maintains four (4) document files:
 - 4.3.1 PO files; "Open" and "Completed"
 - 4.3.2 Material Receiving Record (MRR) or Military issue document
 - 4.3.3 OS&D File
 - 4.3.4 ROD File
- 4.4 Subcontractor receiving personnel are responsible for effectively and efficiently performing the same receiving actions as BRS personnel.
- 4.5 Distribution of MRRs, OS&D and ROD reports, and back-up documentation is the responsibility of the Material Control function.
- 4.6 BRS Expediting/Traffic is responsible for notifying Material Control of incoming shipments and providing cargo manifests.

5.0 POLICY

All property will be:

- 5.1 Received by qualified and authorized receiving agents.
- 5.2 Unpacked, counted, and checked for discrepancies in count, damage, incorrect and/or unacceptable substitutions, etc.
- 5.3 Promptly documented by receiving reports showing count, condition, description and purchase order information. Discrepancies are reported on OS&D or ROD reports, as appropriate.
- 5.4 Identified and permanently marked as Government property, with control, tag and/or barcode number, if required.
- 5.5 Stored in a warehouse or area designated for the type of material being received.
- 5.6 Returnable and reusable containers, misdirected shipments, and other property needing specific disposition instructions will be controlled and accounted for in the same manner.

6.0 PROCEDURES

6.1 General

6.1.1 If practical, a centralized receiving and inspection area will be established. The number of personnel assigned and authorized to sign for receipt of material will be consistent with the scope of the Event.

6.1.1.1 Dockside: The material control specialist reviews manifest, monitors unloading of ships, and identifies/marks major items for issue to custodial organizations/departments direct from the dock. Packaged materials are transported to warehouse for receipt.

6.1.1.2 Aircraft: The material control specialist reviews manifest of delivered materials, monitors unloading and directs shipments to appropriate warehouse.

6.1.1.3 Materials are received at the Receiving dock at main warehouse as delivered against the manifest or Bill of Lading.

6.1.2 The method of assigning Material Receiving Record numbers to receiving reports and associated documentation is established by this procedure. A centralized MRR register/file will be established and maintained by receiving personnel.

6.1.3 Documentation (receiving records, discrepancy reports, etc.) will be distributed promptly since unreasonable delays will adversely affect discounts or liability factors. Documentation associated with the tagged Government Property shall be provided to the Site Property Administrator.

6.1.4 Material Requisition file will be maintained at each centralized receiving area. Upon receipt of final shipments, the applicable folder will be visibly identified as being complete and will be filed in a separate closed file.

NOTE: Files which have outstanding OS&Ds or RODs against them will not be closed until all deficiencies are resolved and the reports cleared.

6.1.5 An OS&D or ROD will be required for any incoming shipments which contain overages, shortages, damages or discrepancies of any nature, including quality control discrepancies/rejections for any reason unless the purchase was a bulk material purchase (i.e. rock, sand, concrete, and like material) or a purchase where an overrun or underrun is caused by conditions of loading, shipping, or packing, or by allowances in the manufacturing process (i.e. cable, nails, special fabrics, gases, fuels, and like material).

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6.1.6 For bulk material purchases or purchases where an overrun or underrun is likely because of conditions of loading, shipping, or packing, or by allowances in the manufacturing process, a Variation in Quantity statement may be incorporated into Purchase Order. The permissible variation shall be limited to the lesser of \$250.00 or 10% of each line item on the Purchase Order. This variation in quantity applies to both overruns and underruns. These amounts are consistent with BRS F&A and Procurement Change Order procedures.

6.2 Receiving Files.

6.2.1 Receiving personnel are provided with a copy of all purchase and/or lease documents under which they will receive Contractor-Acquired Property (CAP).

6.2.2 Receiving will establish and maintain a file of PO folders in MR number sequence. The file will be maintained in two parts: "Open" folders, and "Completed" or closed folders. Each folder must contain all pertinent receipt information/status/documentation with respect to that purchase.

6.3 Receiving Contractor-Acquired Property (CAP)

LOGCAP property may be received by any qualified BRS or subcontracted receiving section, but must be identified for the prime contract and Event for which ordered.

6.3.1 Receiving personnel first verify type, quantity, and physical condition of the cartons/containers listed on the delivery ticket/manifest. A physical tally is made of all pieces off-loaded/received. Visible signs of damage are recorded on carrier's documentation prior to signing the carrier's forms. Damage or discrepancies are documented and immediately reported in accordance with established procedures.

6.3.1.1 Compare seals with seal record on Government Bill of Lading (GBL), Commercial Bill of Lading (CBL), and/or other freight manifest documents as applicable.

6.3.1.2 Obtain written acknowledgment from carrier representative when seals are broken or at variance with GBL, CBL or manifest.

6.3.1.3 Photograph cargo before removal from carrier's equipment when cargo inspection reveals improper loading, blocking, bracing, stowage, or handling.

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6.3.1.4 Overages, shortages or damage or any type of discrepancy will be noted on the packing list when necessary. Material Control will be notified so appropriate action can be taken.

6.3.1.5 Deficiencies include, but are not limited to:

- (A) Damages of any kind;
- (B) Overages and shortages;
- (C) Astray freight;
- (D) Improper preservation, packaging, packing, or marking;
- (E) Documentation errors;
- (F) Improper loading, blocking, bracing, stowage, or handling by carrier;
- (G) Pilferage, theft, damage, or vandalism; or
- (H) Wrong items/unauthorized or improper item substitution.

6.3.1.6 When it is determined that deficiencies other than concealed shortage, overage, or damage are attributable to the carrier, the receiving section, in conjunction with the Project/Site Property Administrator, will:

- (A) Prepare a tally sheet for the property received;
- (B) Annotate carrier's delivery receipt and packing list with OS&D or ROD, as appropriate, and a statement that clearly explains all visible shortages, overages, or damages. Insert date, signature, and obtain signature of carrier's agent, truck driver, or representative.
- (C) Telephone carrier's office immediately to report the deficiency and to request inspection if material is damaged. Obtain name and title of person receiving call.
- (D) Obtain from the carrier an inspection report containing a statement regarding cause, nature, and extent of damage, number and weight of missing items or pieces, and/or the number and weight of missing containers. The inspection report should also contain a statement regarding carrier

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liability. (Receiving section inspection shall be acceptable as carrier's inspection when carrier waives inspection or fails to respond to notification within five (5) working days.)

- (E) Obtain from an outside source, if possible, an itemized estimated cost of repairs to damaged items to include direct material costs, direct labor costs and loading, i.e., overhead, general and administrative, and profit.

NOTE: Steps D & E may be completed by another section within the Material Control/Procurement function.

- 6.3.2 Property without obvious damage is unpacked and processed in accordance with these procedures and the requirements of the prime contract.
- 6.3.3 Pull the applicable PO(s) from the file.
- 6.3.4 The items contained on the vendor's packing list are compared with the PO item, nomenclature, description, quantity, unit of measure, manufacturer, part/model number, etc. Dummy packing lists will be initiated if no packing list is included with the material.
- 6.3.5 The cartons/containers are opened and all of the contents are physically inventoried. The contents are inspected to ensure items received are in compliance with the PO.
 - 6.3.5.1 The primary receiving point prepares an MRR and packages the equipment for shipment to final destination.
 - 6.3.5.2 The cognizant Quality Control (QC) Representative as required will conduct quality control inspections.
 - 6.3.5.3 When applicable, a Government Property Control Number is assigned a numbered tag affixed, and the item conspicuously marked to identify it as Government Property. Assigned tag number will be annotated on the receiving documents.
- 6.3.6 If physical inspection of the property identifies overages, shortages, damage, or other discrepancies:
 - 6.3.6.1 The primary receiving point shall initiate an OS&D. Notify the carrier's agent of the deficiencies and request carrier's inspection.

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6.3.6.2 Secondary receiving points will coordinate with the Primary Receiving Point to resolve discrepancies.

6.3.6.3 Exhibits C & D are designed to help the receiving section determine the types of information necessary for OS&D reports incident to shipment concerning GFP.

6.3.6.4 When pilferage, theft, or vandalism is discovered, the receiving section, will:

- (A) Notify the commercial carrier and request that inspection of the shipment and/or arrangements for repairs (if damaged) be made as soon as possible;
- (B) If the carrier waives inspection, record the agent's name and title;
- (C) If the shipment is delivered by military vehicle, contact the cognizant transportation office.

6.3.7 When property is received at a primary receiving point for transshipping/forwarding to another site/location, a copy of all inspection, acceptance, and receipt documentation will be sent with the items.

6.4 Receiving Government-Furnished Property

Receive GFP following the same basic steps/procedures listed above for CAP as required, however the DD form 1348, DA Form 3161 or other issue document will serve as the MRR.

6.4.1 Upon receipt of GFP, copies of the incoming shipping documents, DD Form 1149 or DD Form 1348, or other applicable agency form will be annotated by the Receiving Section thereby acknowledging receipt for that shipment. A copy of the receiving documents will be retained by the Site/Project Property Administrator for tagged items. If the appropriate shipping documents are not received with the specific GFP, the Site/Project Property Administrator will then acknowledge receipt by letter and list all of the property that was received with that shipment.

6.4.2 For GFP, report shortages and overages to the cognizant transportation office.

6.4.3 To report GFP OS&D, send SF364 and the following data/documents to the cognizant transportation office:

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- (A) Tally sheet - DD Form 250, DD Form 1348, or other agency specified or BRS generated receiving report
- (B) Carrier's delivery receipt
- (C) Carrier's inspection report
- (D) Itemized estimated cost of repairs
- (E) Photographs of deficiencies
- (F) Pertinent data statement containing the following:
 - (i) Method of shipment, i.e., truckload, less truckload, carload, less carload, or other (specify);
 - (ii) Marks and identification numbers on packages;
 - (iii) Identification numbers of car, truck, Vessel, or other conveyance if applicable;
 - (iv) Statement regarding the condition of Carrier's equipment and whether or not it was appropriate conveyance for commodity;
 - (v) Seal condition: (i.e., original intact or broken, missing or not original (explain));
 - (vi) Exact location where shipment was unloaded;
 - (vii) Date and time unloading began;
 - (viii) Date and time unloading completed;
 - (ix) Was unloading continuous (if not, indicate why)?
 - (x) Statement relative to suitability of packing, loading, blocking, and bracing utilized.

6.4.4 GFP Unsuitable for Intended Purpose

Notify the Site/Project Property Administrator, who will in turn notify the GPA in writing, providing the following information:

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- (1) GBL, CBL, or DD Form 1149 number, or shipping manifest;
- (2) Point of origin/shipping point;
- (3) NSN (if known);
- (4) Noun/description;
- (5) Quantity;
- (6) Storage Location;
- (7) Reasons why property is unsuitable

6.5 DELIVERY & PHYSICAL RECEIVING of BULK MATERIALS

- 6.5.1 BRS personnel will inspect and measure the bulk deliveries to ensure accuracy of the materials received. This process will be a joint effort with a representative from Material Control and a representative from the End User.
- 6.5.2 BRS personnel will note any discrepancies on the Vendor's delivery ticket and annotate the correct quantity received on the Bulk Delivery Ticket. The Vendor's driver will sign both documents to acknowledge the discrepancy.
- 6.5.3 BRS personnel will complete the Bulk Delivery Ticket. The person designated by Material Control will print their name, badge number, and sign the "Received by" block of the BDT. The End User representative will print their name, badge number and sign the "Verified by" block of the BDT.
- 6.5.4 BRS personnel will give the original and 1 copy of the BDT to the Vendor's driver.
- 6.5.5 Two copies of the BDT will be attached to a copy of the Vendor's delivery ticket and returned to Central Receiving as soon as possible.

6.6 DISTRIBUTION OF BULK DELIVERY TICKETS

- 6.6.1 Vendor will attach the original BDT to their Invoice and submit to BRS.

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6.6.2 Material Control will be responsible for processing two copies of the BDT received from the delivery point.

6.7 DOCUMENTATION PROCEDURES for BULK DELIVERIES

6.7.1 Central Receiving will prepare the Material Receiving Report (MRR) with normal distribution IAW this procedure.

6.7.2 During the preparation of the MRR, Central Receiving will ensure that all BDT serial numbers are entered onto the MRR and into the Verification Rock Program (Access). A printout from the Verification Rock Program of the serial numbers that support the MRR will be attached to each MRR.

6.7.3 Central Receiving will forward one copy of the BDTs and MRR to F & A and the second copy to Procurement.

6.7.4 F & A will be responsible for auditing the Vendor's original BDTs and Invoice against the MRR, in addition to the BDTs submitted by Central Receiving.

6.7.5 After processing the original BDTs and Vendor's Invoice, F & A will forward the original BDTs and Invoice to Houston.

6.7.6 Central Receiving will retain the completed BDT books, copies of the MRRs, and the Vendor's delivery tickets.

6.8 CONTROL OF BULK DELIVERY TICKETS

6.8.1 Bulk Delivery Tickets will be stored under lock and key in an area designated by the BRS Material Managers.

6.8.2 Bulk Delivery Tickets will be issued by "serial number" and the recipient must sign for each book.

6.8.3 Completed Bulk Delivery Ticket books will be filed in Central Receiving and archived as required.

6.8.4 All copies of "Voided" BDTs will be returned to Central Receiving.

6.9 Daily Dock Report (DDR) (see Exhibit B)

A DDR is maintained at each receiving location. It is used to record receiving activity and is one of the primary sources of information when researching receipts.

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7.0 Closed PO Records/File

A receiving PO record is closed after final receipt is accomplished and all OS&D and/or RODs have been completed. It will be marked "CLOSED" and filed in a separate closed PO file.

7.1 Receiving Section Reports

- (A) Title to all property purchased by BRS as a direct item of cost under the prime contract passes to and vests in the Government when the vendor delivers the property. Normally the point of delivery is at the Freight Forwarders. In some instances (i.e. in-country buys, direct shipping, etc.) the point of delivery is at the project site. At the point of delivery/receipt, BRS must ensure OS&D reports are prepared and prompt action taken to resolve problems.
- (B) When the point of delivery is directly to the project site, the MRR and OS&D reports must be prepared at the project site and distributed as necessary.
- (C) When the point of receipt is at the freight forwarders, they prepare the MRR and OS&D report. MRRs are transmitted to the Houston Support Office, filed in the PO, and distributed as necessary. OS&D reports are given to the BRS resident person, who then resolves the overage/shortage or damage with the responsible supplier and/or transport company, as applicable.
- (D) When the Government property reaches the project site, it must be identified, inspected, and processed for local receipt, storage, issue, and consumption.

7.1.1 Material Receiving Record (MRR) Preparation

7.1.1.1 MRRs will be prepared for each PO.

7.1.1.2 MRR's are completed by the Receiving section.

7.1.1.3 MRR numbers are assigned to all receiving records.

7.1.1.4 The preferred method of preparing an MRR is with the Inventory Control System (ICS). Depending on event size and number of transactions, ICS may not be utilized, therefore a manual MRR will be created.

7.1.1.5 When shipment is received, the MRR is marked/stamped and signed by Material Control personnel.

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- (A) If all items were received, the authorized receiving personnel make a check mark next to the quantity ordered.
- (B) For equipment items, all available identification details -- or other additional data facilitating identification -- are annotated on the MRR.
- (C) Assign next open Material Receiving Record number taken from MRR registers -- sign and date the document.
- (D) Attach vendor delivery ticket and/or packing slip to MRR. Annotate MRR number on each delivery ticket/packing slip.

7.1.1.6 MRR Distribution

(A) Receiving prepares and distributes MRRs; as follows:

- * Original copy - accounts payable
- * One copy - purchasing
- * One copy - material control file
- * One copy – SPA and Property Office as required

7.1.2 Overage, Shortage or Damage Report:

At the initial receiving point, when material is over, short or damaged, an OS&D report is prepared.

7.1.2.1 The OS&D report is recorded on the OS&D register. OS&D numbers are assigned sequentially.

7.1.2.1.1 Receiving shall maintain an OS&D register containing the following information:

- (A) OS&D report number
- (B) Date the OS&D is prepared
- (C) Description of the discrepancy
- (D) Number of line items involved in the discrepancy
- (E) The PO and RQN numbers involved in the discrepancy
- (F) Vendor's name with copy of the delivery ticket.
- (G) Final disposition of OS&D and date action was completed.

7.1.2.1.2 OS&D Form Preparation

Prepare OS&D form as follows:

- (A) Vendor's full name and address.
- (B) Subcontract number and/or PO number.

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- (C) Invoice date
- (D) Quantity shown on packing list and PO
- (E) Physical quantity counted
- (F) Unit of issue showing on the packing list, requisition, and/or PO
- (G) Unit price shown on packing list and/or PO documents
- (H) Specify in narrative form the full details of the discrepancy. Reference photos, exhibits, affidavits or other attachments/pertinent details. Use continuation sheet when required. When required, the Quality Control Representative signs this block.

7.1.2.1.3 Discrepancies are recorded on all related receiving documentation (Material Receiving Record, delivery ticket, packing list, etc.). The vendor delivery ticket/invoice is attached, and the OS&D package is distributed.

7.1.2.1.4 OS&D material that is unacceptable is segregated from acceptable material and a copy of the OS&D affixed to the material.

7.1.2.1.5 Distribution of OS&D
OS&D reports receive the same distribution as MRRs, except Material Control forwards one copy of every OS&D to the site Expediting/Traffic Department for resolution.

7.1.3 Report of Discrepancy (ROD)

When the Government property reaches the project site, it must be identified, inspected, and processed for local receipt, storage, issue and consumption. At secondary receiving points (s), when material is over, short or Damaged, a ROD is prepared. The ROD follows the same procedure as the OS&D report, contains the same information, and is processed the same way.

7.2 Property Identification and Marking

7.2.1 Policy

7.2.1.1 All Government property shall be marked with an indication of Government ownership, except for the following: (FAR 45.506 (b)(1))

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- (A) Items issued to individuals for use in their work (e.g. protective clothing or tool crib tools) where adequate physical control is maintained over the items;
- (B) Property of a bulk type, or where it's general nature of packing or handling precludes adequate marking;
- (C) Material that is co-mingled, as authorized by FAR 45.507;
- (D) Where the property administrator agrees that marking is impracticable.
- (E) Items with little or no resale potential.
- (F) Installed items.

Exempted items shall be entered and described on the accountable property records. (FAR 45.506(b)(2))

7.2.1.2 In addition to marking with an indication of Government ownership, the following property shall be marked with a serial/tag number in accordance with established procedures: (FAR 45.506(c)(1))

- (A) Special tooling;
- (B) Special test equipment;
- (C) Components of special test equipment that have an acquisition cost of \$5,000 or more and are incorporated in a manner that makes removal and reutilization feasible and economical;
- (D) Plant equipment that is considered a non-expendable end item or pilferable in nature, regardless of cost.
- (E) Accessory or auxiliary equipment associated with a specific item of plant equipment on the property records, if necessary to assure return with the basic item.

Assigned numbers shall be recorded on all applicable documents pertaining to the property control system. (FAR 45.506(c)(2))

7.2.1.3 Markings shall be securely affixed to the property, legible and conspicuous. Examples of appropriate markings are bar coding, decals, and stamping. If marking will damage the property or is otherwise impracticable, the Project/Site Property Administrator will promptly notify the Property Administrator and ask for the item to be exempted. Markings shall be removed or obliterated when Government property is sold, scrapped, or donated. (FAR 45.506(d))

7.2.1.4 Identification is confirmed by affixing a decal, metal, fiber, plastic or other plate, indelible ink, acid or electric etch, steel dies, or

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other legible, conspicuous and tamper resistant method. Tags will identify the item as "U.S. GOVERNMENT PROPERTY".

- 7.2.1.5 Government-owned industrial plant equipment, unless already marked in compliance with prior instructions, is identified with a serial/identification number and an indication of Federal Government agency ownership.
- 7.2.1.6 For items of Government property that are impracticable to identify physically due to size or nature, identification will appear only on the property records.
- 7.2.1.7 All Government Property defined as non-expendable will be labeled to identify it as government-owned as part of the receiving process. Government equipment will be marked with a property identification number (GP/Tag No.) except when size or nature of the equipment is accessory or auxiliary and attached to or otherwise a part of an item or a facility and is required for its normal operation. In such case the item shall be entered and described on the record of equipment to which it is otherwise a part.
- 7.2.1.8 The Property Control section at the receiving location will apply the GP identification control numbers.
- 7.2.1.9 Identification of Government property in possession of the BRS subcontractors is maintained in the same manner as is Government property in the company's possession.

7.2.2 Method of Identification

- 7.2.2.1 Use metal, fiber, or plastic identification plates close to the manufacturer's nameplates attaching to an area which affords maximum protection. Identification plate will contain the following information:
 - (A) U.S. Government Property
 - (B) Sequential Identification Control Number (GP No.).
- 7.2.2.2 Materials not identified at the time of receipt shall be identified at the time of physical inventory.

8.0 EXHIBITS

8.1 Exhibit A - Material Receiving Record

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- 8.2 Exhibit B - Daily Dock Report
- 8.3 Exhibit C - Sample Checklist for Shortages
- 8.4 Exhibit D - Sample Checklist for Damages
- 8.5 Exhibit E - BRS Bulk Delivery Ticket

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EXHIBIT A

MATERIAL RECEIVING REPORT Page: **Date:** Mar-19-1998 1

MRR No **Received Date** **Award No** **Supplier Warehouse**
80319014 Mar-19-1998 5937-HKAP-P903025 ETLER & TARSAI KAPCR

Invoice No: **Carrier:** VENDOR **Completed** **Shipment 1 2 3 __**

Line No **Award Qty** **Qty Received** **Qty Accepted** **UOM** **Requisition No** **Req Ln No**
Award Ln No
Stock No **Description** **Manual Req. No**
Location **Description**
Condition **Description** **NSN**
Part No **Model No** **Supplier Part No** **Make** **Year**
GP No **Serial No**

001 2 2 2 EA B07321 001
00018571 ROUTER,PORTABLE,220V
WHSE.1 WHSE.1
A1 Unused - Good

47942 1008964
47941 007793

002 6 6 6 EA B07326 002
00030330 BIT,ROUTER,8MM,SET
WHSE.1 WHSE.1
A1 Unused - Good

Received By **Date** **Approved By** **Date**

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EXHIBIT B

DAILY DOCK REPORT

MRR No	Received Date	Award No	Warehouse Code	Print Date	Page	
KAPCR	Mar-14-1998	1				
Line No	Award Qty	Qty Received	Qty Accepted	UOM	Requisition No	Req Ln No
Stock No	Description	Manual Req. No	Award Ln No			
Part No	Model No	Supplier Part No	NSN			
Requisitioner						
GP No	Serial No					
80314001	Mar-14-1998	5937-HKAP-P903022	VENDOR			
001 10	10 10	EACH	K03014			
00014438	BAG FOR VACUUM CLEANER	001				

FARIS,ELIAS

002 2	2 2	EA	K03014			
00031039	VACUUM,CLEANER,WET/DRY,1200W,220V,50HZ,27L CAP.				002	

FARIS,ELIAS

47923	025752					
47924	025694					
003 1	1 1	EA	K03014			
00031039	VACUUM,CLEANER,WET/DRY,1200W,220V,50HZ,27L CAP.				003	

FARIS,ELIAS

47925	025502					
004 1	1 1	EA	K03014			
00031039	VACUUM,CLEANER,WET/DRY,1200W,220V,50HZ,27L CAP.				004	

FARIS,ELIAS

47926	025506					
005 1	1 1	LOT				

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EXHIBIT C

GOVERNMENT PROPERTY SHIPMENT SHORTAGE CHECKLIST

[YES]	{NO}	<u>SAMPLE CHECKLIST FOR SHORTAGES</u>	
<u>\ PART 2 - DISCREPANCY /</u>			
		<u>POINT OF CONTACT:</u>	
1	[]	{ }	COPY OF THE GOVERNMENT BILL OF LADING (GBL)
2	[]	{ }	COPY OF COMMERCIAL BILL OF LADING (CBL)
3	[]	{ }	COPY OF CARRIER'S DELIVERY RECEIPT WITH DISCREPANCY NOTATION
3A	[]	{ }	DID THE CARRIER'S DRIVER SIGN?
3B	[]	{ }	DID THE TRANSPORTATION IN CHECKER SIGN?
4	[]	{ }	COPY OF THE SHIPPING DOCUMENT WITH THE NSN, NOUN NAME, CONDITION, QUANTITY, PRICE
4A	[]	{ }	REQUISITION SYSTEM DOCUMENT (I.E., DD 1348-1 OR OTHER AGENCY SPECIFIC FORM)
4B	[]	{ }	MATERIAL INSPECTION AND RECEIVING REPORT (I.E., DD 250 OR OTHER AGENCY SPECIFIC FORM)
4C	[]	{ }	REQUISITION AND INVOICE/SHIPPING DOCUMENT (I.E., DD 1149 OR OTHER AGENCY SPECIFIC FORM)
5	[]	{ }	IF CONSOLIDATED LOAD, A COPY OF EACH SHIPPING DOCUMENT
6	[]	{ }	IF PARTIAL SHIPMENT, A COPY OF DEBIT DOCUMENT AND QUANTITY RECEIVED
7	[]	{ }	REPAIR ITEM, NEED REPAIRABLE VALUE STATEMENT
8	[]	{ }	DOCUMENT SUPPLY RECORD TO VERIFY NON-RECEIPT OF ITEM
9	[]	{ }	TALLY OUT, TALLY IN RECORD FOR TRUCKLOAD SHIPMENTS
10	[]	{ }	SIGNED AFFIDAVIT BY IN CHECKER WITH TIME, PLACE, AND HOW DISCREPANCY WAS MADE WHEN CARRIER'S RECEIPT WAS NOT ANNOTATED (SEE ITEM 3. ABOVE)
11	[]	{ }	COPY OF CONTRACTOR'S PAID INVOICE
12	[]	{ }	COPY OF PICK UP RECORD (UPS) TRACER
13	[]	{ }	COPY OF CBL AND SF 103 (PUBLIC VOUCHER) PAID BY SHIPPER WHEN USING COMMERCIAL FORM

Use as a guide to determine records and information to investigate SHORTAGES concerning Government Property. Check the block that applies to the shipment in question.

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EXHIBIT D

GOVERNMENT PROPERTY SHIPMENT DAMAGE CHECKLIST

[YES]	{NO}	<u>SAMPLE CHECKLIST FOR DAMAGES</u>
1 []	{ }	COPY OF THE GOVERNMENT BILL OF LADING (GBL)
2 []	{ }	COPY OF COMMERCIAL BILL OF LADING (CBL)
3 []	{ }	COPY OF CARRIER'S DELIVERY RECEIPT WITH DISCREPANCY NOTATION
3A []	{ }	DID THE CARRIER'S DRIVER SIGN?
3B []	{ }	DID THE TRANSPORTATION IN CHECKER SIGN?
4 []	{ }	COPY OF THE SHIPPING DOCUMENT WITH THE NSN, NOUN NAME, CONDITION, QUANTITY, PRICE
4A []	{ }	REQUISITION SYSTEM DOCUMENT (I.E., DD 1348-1 OR OTHER AGENCY SPECIFIC FORM)
4B []	{ }	MATERIAL INSPECTION AND RECEIVING REPORT (I.E., DD 250 OR OTHER AGENCY SPECIFIC FORM)
4C []	{ }	REQUISITION AND INVOICE/SHIPPING DOCUMENT (I.E., DD 1149 OR OTHER AGENCY SPECIFIC FORM)
5 []	{ }	COPIES OF PHOTOGRAPHS OF DAMAGED PROPERTY BEFORE OFF-LOAD
5A []	{ }	ANNOTATE PHOTOS WITH CBL/GBL NUMBER, DATE OF SHIPMENT RECEIVED, CARRIER NAME
6 []	{ }	COPY OF PICKUP RECORD (UPS) TRACER
7 []	{ }	COPY OF CARRIER'S INSPECTION REPORT
7A []	{ }	DID TRANSPORTATION REPRESENTATIVE SIGN?
7B []	{ }	DID CARRIER'S REPRESENTATIVE SIGN?
8 []	{ }	STATEMENT FROM SHIPPER DESCRIBING CONDITIONS UNDER WHICH LOADING, BLOCKING, AND BRACING TOOK PLACE
9 []	{ }	COPIES OF GBL'S FOR TRANSPORTATION COSTS TO AND FROM REPAIR FACILITIES IF PAID BY THE GOVERNMENT
10 []	{ }	SIGNED AFFIDAVIT BY DISCOVERER OF DAMAGE, TIME, PLACE, AND HOW DISCOVERY WAS MADE FOR CONCEALED DAMAGE
11 []	{ }	COPY OF THE OFFICIAL LAW ENFORCEMENT ACCIDENT REPORT INCIDENT TO RAIL, HIGHWAY, AND AIRCRAFT ACCIDENT

Use as a guide to determine records and information to investigate DAMAGES concerning Government Property. Check the block that applies to the shipment in question.

EXAMPLE: You find the shipment has DD 250's attached, but one carton has damaged goods. Annotate applicable blocks on the checklist for DAMAGES.

Exhibit E

BRS Bulk Delivery Ticket

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Insert Attachment Tab C Exhibit E

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**TAB D (PROPERTY RECORDS) TO BROWN & ROOT SERVICES, LOGCAP,
PROPERTY CONTROL PLAN**

P.C. - 03.00(R1)

SOP # LOGCAP PCP
Page Index

PROPERTY RECORDS

DATE EFFECTIVE
1 June 2002

SUPERSEDES DATED

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 POLICY

4.0 RESPONSIBILITIES

5.0 PROCEDURES

- 5.1 General
- 5.2 Types (Definitions) of Property to be Controlled
- 5.3 Property/Stock Record Information
- 5.4 Real Property Records
- 5.5 Record Maintenance
- 5.6 Establish & Maintain Property Hand Receipt Files
- 5.7 Inventory Withdrawals (Issues)
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- 5.9 Controlling and Processing Unserviceable Property
- 5.10 Scrap and Salvage Records
- 5.11 Records of Products Completed Under Contract
- 5.12 Lost, Damaged or Destroyed (LDD) Reports

6.0 EXHIBITS

- 6.1 Exhibit A - Warehouse Requisition
- 6.2 Exhibit B - Automated Property Control System
- 6.3 Exhibit C – Tag Register/Property Book
- 6.4 Exhibit D – Lost, Damaged or Destroyed report

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1.0 PURPOSE

Prescribe procedures for establishing and maintaining records controlling all Government property received for use under this prime contract. This Tab includes manual and automated stock record/property procedures.

2.0 SCOPE

Applies to all personnel who establish and maintain property control records. It establishes methods and procedures used to control property turn-in, issue, transfer, repair or movement of property requiring authorization, documentation and control.

3.0 POLICY

Accurate and detailed records shall be maintained for all Government property in accordance with the prime contract, FAR Part 45, and the approved BRS Federal Government Property Control Procedures. A manual stock record card system or an automated Property Control System (PCS) will be used. Records must show complete accounting for property from requisition/receipt through consumption disposition.

4.0 RESPONSIBILITIES

- 4.1 The BRS Project/Program Manager is responsible for overall effectiveness of the Project PCS. He/she (or designee) assigns a Project Property Administrator through the issuance of a letter of authority. The BRS Site Project Manager (or designee) at each contract site assigns a Site Property Administrator through the issuance of a letter of authority.
- 4.2 The LOGCAP Procurement and Materials Manager, and the BRS Property Manager are responsible for implementing and maintaining effective centralized property control records in accordance with Project policy.
- 4.3 The Project Property Administrator will be responsible for overseeing the Project Property Control System. This person is responsible for all Government property records, assigning GP numbers, keeping computer or physical records, ensuring Government property is properly issued and accounted for, supervising inventories, and filing all reports required for property under that contract.
- 4.4 The Site Property Administrator will be responsible for overseeing the Contract site Property Control System. This position will have primary responsibility for all Government property provided to that site or subsequently acquired by the Government for use by BRS. This person will be responsible for assigning GP numbers, keeping computer or physical records, ensuring Government property is properly issued and accounted for, supervising inventories, and filing all reports required for property under that contract. This position will report to the Site

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Project Manager or designee as applicable. Additionally, this person shall have matrix responsibility and reporting to the assigned Project Property Administrator and BRS Property manager as required.

- 4.5 Directors and managers shall maintain current lists of personnel authorized to requisition and/or receive property. They are responsible for all property ordered and/or received by their representatives. Each department will maintain control records for all government property in their inventory.
- 4.6 Project warehouse personnel shall inventory Government property on a scheduled basis.

5.0 PROCEDURES

5.1 General

Inventory control, fabrication records, receipt and issue files, custodial records, and scrap and salvage records will:

- 5.1.1 Conform to FAR requirements, be accurate, timely and sufficiently documented.
 - 5.1.2 Provide adequate control for use and return of custodial type property.
 - 5.1.3 Show location and/or custodian of property by control number, and record all movements.
 - 5.1.4 Reflect scrap disposition and properly classify reclaimed items for salvage operations.
 - 5.1.5 Be closed by proper accounting entry supported by documentation.
- 5.2 Types (Definitions) of Property to be Controlled (Also see Tab M Glossary)
- 5.2.1 Material - Property which may be incorporated into an end item to be delivered under a contract or which may be consumed or expended in the performance of a contract.
 - 5.2.2 Vehicles and material handling equipment identified as:
 - 5.2.2.1 Motor vehicles and trailers (includes cars, buses, trucks, ambulances, tractors, trailers, vans, etc., either for general or special purpose);

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- 5.2.2.2 Self-propelled material handling equipment (includes motorized forklift trucks, tug jockeys, platform trucks, etc.).
- 5.2.3 Temporary buildings and structures defined as all buildings and structures erected (prefabricated) for use during, and/or to support construction, and not identified as part of the base facilities.
- 5.2.4 Hospital equipment primarily used in the performance of medical functions (includes laboratory and clinical equipment such as gas and chemical analyzers, laboratory centrifuges, medical radiographic systems, medical monitors, respirators, etc.).
- 5.2.5 Office furniture, the primary use of which is in office or administrative operations, including desks and chairs, filing cabinets, typing tables, conference tables, office tables, safes, portable office partitions, etc.
- 5.2.6 Office equipment, the primary use of which is in office or administrative functions; including typewriters, adding machines, calculators, copiers, dictating and reproducing machines, EDP equipment, check handling machines, currency handling machines, visible files, etc.
- 5.2.7 Machinery and tools identified as:
 - 5.2.7.1 Woodworking machinery and equipment; including woodworking machines and tools.
 - 5.2.7.2 Metal working machinery and tools; including metal saws and filing machines, electrical discharge machines, boring machines, grinding machines, drilling and tapping machines, lathes, milling machines, planers and haspers, welding machines and equipment, bending and forming machines, punching and shearing machines, riveting machines, machines tools, cutting machines and tools, etc.
 - 5.2.7.3 Maintenance and repair equipment; including vehicle maintenance and repair shop equipment, lubrication guns, maintenance stands, fixtures and tools. Does not include electronic test equipment.
 - 5.2.7.4 Hand and measuring tools; including drills, saws, riveters or hammers, jacks, tool and hardware boxes, torches, tool sets and kits, inspection gauges, calipers, micrometers, levels, etc.
- 5.2.8 Utilities (temporary) identified as portable water pumps, generators and air compressors.

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5.2.9 Miscellaneous equipment, which is not included or cannot be classified within the descriptions presented in this section.

5.2.10 Real property, for purposes of accounting classification, means (i) land and rights thereof, (ii) ground improvements, (iii) utility distribution systems, (iv) buildings, and (v) structures.

Utility distribution systems include distribution and transmission lines, substations, and installed equipment forming an integral part of the system by which gas, water, steam, electricity, sewerage, or other utility services are transmitted between; (i) the outside of the building or structure in which the services are used, and (ii) the point of origin or disposal, or the connection with some other system.

5.2.11 Non-expendable property defined as having a value of \$450 or more or is subject to pilferage; such as, camera equipment, computer equipment and some medical equipment.

5.2.12 Expendable property defined as material, equipment and supplies, regardless of value, which may be incorporated into or attached to a facility or to an end item, or consumed in performing the contract.

5.2.13 Sensitivity Property defined as Property which the theft, loss or misplacement could be potentially dangerous to the public safety or community security and which must be subject to exceptional physical security, protection, control and accountability.

5.3 Property/Stock Record Information

5.3.1 All property records for Government-furnished or Contractor-acquired property must provide the following information: (Ref: FAR 45.505 -1 & 2)

- * Contract number or equivalent code designation (on report header);
- * Name, description, and NSN (if furnished by the Government or available in the property control system);
- * Purchase order number;
- * Quantity received;
- * Quantity issued;
- * Balance on hand;
- * Unit of measure;
- * Posting reference and date of transaction;
- * Unit price;
- * Location;
- * Disposition;

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- * Last inventory date posted to property record file (optional);
- * Tag number (if required).

Note: The Government shall determine and furnish the unit price of Government-furnished property.

5.3.2 In addition to the information required in paragraph 5.3.1 above, property records of Government-owned plant equipment must also contain the following information:

5.3.2.1 When item has a unit cost of \$5,000.00 or more, or when item costs less than \$5,000.00 per unit, but is required for effective control, calibration, or maintenance (Individual Item Record by Tag Number): (FAR 45.505-5(a))

- * Federal Supply Code for manufacturer (FAR 45.505-5(b)(1));
- * Federal Supply Classification (FAR 45.505-5(b)(2));
- * Original manufacturer's model/part number (FAR 45.505-5(b)(3));
- * Serial number and year built (when available) (FAR 45.505-5(c)(1));
- * Government identification/tag number (FAR 45.505-5(c)(2));
- * Acquisition and disposition document references and dates (FAR 45.505-5(c)(3)).

Note 1: Transportation and installation costs directly borne by the Government for each item of Government-owned plant equipment with an acquisition cost of \$5,000 or more shall be recorded within the property record. (FAR 45.505-11)

Note 2: The Property Administrator may determine the information above should be recorded in the property records for plant equipment costing less than \$5,000. (FAR 45.505-5(d))

5.3.2.2 When item has a unit cost of less than \$5,000.00 (FAR 45.505-5(a)):

- * Federal Supply Code for manufacturer (FAR 45.505-5(b)(1));
- * Federal Supply Classification (FAR 45.505-5(b)(2));
- * Original manufacturer's model/part number (FAR 45.505-5(b)(3)).

5.3.3 Accessory and auxiliary equipment shall be recorded on record of the associated item of Plant equipment. (FAR 45-505-5(e))

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5.3.4 In addition to the information required in paragraph 5.3.1 above, property records of Government-owned special tooling and special test equipment must also contain the following information: (FAR 45.505-4)

- * The identification number and item on which used (FAR 45.505-4(d));
- * Retention category [e.g. assembly tooling or critical tooling for spares or replacements] (when required by contract) (FAR45.505-4(e)).

5.3.5 In addition to the information required above, property records of Government-owned special test equipment must also contain the following information:

- * Identity of any general purpose test equipment incorporated as components in such a manner that removal and reutilization may be feasible and economical (FAR 45--505-4(a));
- * Date of last and scheduled calibration

5.3.6 Government Property Tag Register (Exhibit C)

5.3.6.1 A Government Property Tag Register will be established, maintained, and centrally controlled by the Property Control section for the purpose of recording the assignment of Government Property numbers. Entries in this register will include:

- A. Tag No.
- B. Federal Stock Class
- C. Description
- D. Model IPN
- E. Serial No.
- F. PO No.
- G. Unit Issue
- H. Unit Price (taken from PO)
- I. Material Receiving Record Number
- J. Date of Posting
- K. Hand Receipt Number

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L. Disposition

M. Location

5.3.6.2 The tag register will also be utilized as the input form for the project's automated Property Control System (Exhibit B).

5.3.6.3 The assigned GP number will be annotated on the applicable shipping and receiving report and other documents pertaining to the property control system.

5.3.6.4 The GP number will remain as a permanent means of identification regardless of the physical condition location of the item until final disposition.

5.3.7 Records of Material.

5.3.7.1 Custodial records will be established for custodial items (\$450.00 or less unit cost) issued from tool cribs, guard force items, protective clothing, and other items issued to individuals for use in their work. (FAR 45.505-3(c))

5.3.7.2 In lieu of stock records, a file of appropriately cross referenced documents evidencing receipt, issue, and use of GFM and CAM that is issued for immediate consumption and is not entered in the inventory record may be used. (FAR 45.505-3(d)) This method of control is authorized for:

- A. Material charged through overhead;
- B. Material under research and development contracts;
- C. Subcontracted or outside production items;
- D. Non-stock or special items;
- E. Items that are produced for direct charge to a contract, or are acquired and issued for installation (consumed) upon receipt, and involves no spoilage; and
- F. Items issued from contractor-owned inventory (Internal Billing) direct to production or maintenance, etc.

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G. The issue of Pharmaceutical drugs (Prescription, antibiotic and over the counter drugs and material), as dispensed by the Medical Aid station, will be received, stored, inventoried, moved and disposed of in accordance with established local procedures.

5.3.8 Sensitive Property will be received, stored, inventoried, moved and disposed of in accordance with the BRS Hazardous Waste Management SOP.

5.4 Real Property Records

5.4.1 Real property shall consist of that property identified as buildings, building foundations, structures, excavations, wells, reservoirs, water and gas mains, sewers, fencing, sidewalks, docks, housing, outdoor lighting, etc.

5.4.2 Records of Real Property (including maps, as-built drawings, plans, specifications, and supplementary data where necessary) should be complete, show the original cost of the property and improvements and the cost of any changes and additions, and be appropriately indexed. The records shall contain the following information: (FAR 45.505-7)

- A. Description;
- B. Location;
- C. Acquisition cost;
- D. Alterations; and
- E. Disposition.

5.4.3 Records of real property reflect building installations such as heating, electrical, sanitary, ventilating, drainage, sprinkler system, etc. Real property records will be maintained by the Facilities Engineer and monitored by Material Management. They will be made available to the Government on an as-needed basis. Turn-over will be accomplished on a designated form, copies furnished to the Site & Project Property Administrator and Material Control when applicable.

5.5 Record Maintenance

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- 5.5.1 The Material Control function shall maintain stock records (cards or automated equivalent) for all material obtained for performance of the contract.
 - 5.5.1.1 A separate stock record will be maintained for each line item appearing on a material requisition. Like items with the same stock number, even if they appear on more than one material requisition, may be consolidated on the same stock record.
 - 5.5.1.2 Property received for storage will be posted to the stock record and placed in the storage area by Warehouse personnel. Property must not be removed from this area without proper approvals and documentation (warehouse requisition/issue ticket, disposition instructions, etc.).
 - 5.5.1.3 As property/material is issued from storage, post the transaction to the stock record. Stock records must be maintained current; always reflecting the dates and quantities of issues as well as new receipts, and the new balance on hand.
 - 5.5.1.4 Correct stock records and/or supporting documentation by "lining out" the error. Do not "erase" or use "white-out."
 - 5.5.1.5 File manual stock record cards alphabetically by noun or by stock number.
- 5.5.2 Material Control is required to retain acquisition and supply records for specific periods of time in accordance with contract requirements. This applies to records in electronic and printed format.
 - 5.5.2.1 Personnel shall maintain accurate, current and complete records to ensure availability of such records in the event of an audit.
 - 5.5.2.2 Lost, destroyed or missing records shall be reported in the form of a memorandum for record reviewed and approved by the Material Control Manager prior to generation of a replacement record. Replacement records shall be identified in such a manner so as not to mistake the replacement record as an original.
 - 5.5.2.3 Stock cards that are lost or destroyed will be replaced upon complete review of the receipt and issue history for that specific stock item and upon completion of a physical inventory count. The replacement stock card shall indicate that this card is a replacement record due to the loss of the original card.

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5.5.3 Maintain Property Control and Accountability

5.5.3.1 Property/equipment is issued to the requester by the warehouse via shipping record or warehouse requisition. Copies of the issue documents are sent to the property control section; property control will post all issue documents to the automated property data base file annotating current physical location.

5.5.3.2 The shipping record or warehouse requisitions are filed in Numerical sequence in the property section's hand receipt files.

5.5.3.3 Material or Property Control personnel will be notified prior to property/equipment being moved from one location to another. Change of location documents will be prepared by the Material or Inventory Control section and copies of all change of location documents will be provided to Property Control.

5.5.3.4 Property Control will post all change of location documents to the Property Accountability data base file. A copy of the change document will be filed in numerical sequence in the property section hand receipt file.

5.6 Establish and Maintain Property Hand Receipt Files

5.6.1 Automated property hand receipts will be established for each Camp, Section and location where Government property is issued and retained for extended periods of time.

5.6.2 The automated hand receipt will list all tagged Government property/equipment that is issued to that specific section or location. Camp managers, Section managers or appointed representatives will sign the hand receipt.

5.6.3 Camp managers, Section managers or appointed representatives will ensure that the proper documentation (warehouse requisition) is completed when property/equipment that is hand receipted against that respective area is issued or turned-in. Copies of all issue and turn-in documents will be retained on file until the hand receipt is adjusted (updated). A copy of all change documents will be provided to the Property Control section.

5.7 Inventory Withdrawals (Issues), Transfers and Turn-Ins

5.7.1 Withdrawal Documents:

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Inventory withdrawals will be made using the Warehouse Issue Document (Exhibit A) or DA form 3161.

5.7.2 The Warehouse Issue Document or DA form 3161 will be used to issue all property.

5.7.3 Warehouse issue document must contain the following information:

- A. Issue No.
- B. Type
- C. Location
- D. Stock No.
- E. Description/Item
- F. Issue Unit
- G. Quantity

5.7.4 Warehouse issue forms are distributed as follows:

- A. Original – Material Control File
- B. One copy – Warehouse File
- C. One copy – Requester
- D. One copy – Property Control

5.7.5 Property Control posts all issue documents relating to tagged items to the automated stock records for accounting and to produce the Property Book.

5.7.6 Transfers:

A transfer is defined as the reassignment of inventoried property from one activity agency or department to another. Property or Material Control documents transfers on an Invoice/Shipping document or warehouse issue document after all coordination's/approvals have been obtained. Transfers out of the project system are also processed as prescribed in this section, but with the prior approval of the Government Property Administrator(s),

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Plant Clearance Officer or ACO, and will be documented on DD form 1149.

5.8 Turn-In Document

Property will be turned-in to the warehouse when item(s) are in excess of anticipated needs. Turn-Ins will be documented using warehouse issue Document.

5.8.1 The Turn-In Document must contain the following information.

- A. Department Name (returning the material)
- B. Turned-in by: Name, Badge #, Signature
- C. Receiver Name
- D. Date
- E. Voucher No.
- F. Stock Number, Noun, and Description Item(s)
- G. Quantity Turned-In
- H. Tag No(s).if applicable

5.8.2 Items returned to the warehouse will be screened for reutilization. If the item is determined to be excess to the project needs then a plant clearance case is created by Property Control. The technically competent person from the project will complete the technical inspection sheet and present it to the warehouse for validation of the condition code (See Exhibit E).

5.9 Controlling and Processing Unserviceable Property

Property considered unserviceable will be brought to the warehouse and processed as Turn-Ins.

5.9.1 Material Control checks the property records to see if the item is under warranty. Whenever possible, Material Control coordinates warranty repair or replacement.

5.9.2 If repairs are not under warranty, Material Control has the item evaluated and determines if repairs can be done "in-house." Part of the evaluation process is whether it is feasible and economical to repair the item. Repair estimates can usually be provided by project technical personnel and, if

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required, coordinated with the Government representative. When repair is economically feasible, issue another unit from existing stock if other units are available. Return the repaired item to stock after all repairs are completed.

5.9.3 Commercial Repair

When an item is economically repairable, but BRS personnel cannot accomplish repair, Material Control processes the item for commercial repair. One of two conditions will exist:

5.9.3.1 The item is under warranty, in which case it will be repaired on site or shipped to the vendor.

5.9.3.2 The item is not under warranty, in which case Material Control will process a requisition for the estimated repair costs.

5.9.4 When the project technical representative determines the item is beyond economical repair, he/she provides Material Control with written documentation supporting the determination. This written documentation is forwarded to Property Control requesting disposition instructions.

5.10 Scrap and Salvage Records

5.10.1 Property turned in is inspected to determine the condition.

5.10.1.1 Salvage: Property which because of its worn, damaged, deteriorated, incomplete condition, or specialized nature has no reasonable prospect of sale or use as serviceable property without major repairs or alterations, but which has some value in excess of its scrap value.

5.10.1.2 Scrap: Property that has no reasonable prospect of being sold, except for recovery of its basic material content.

5.10.2 Records and storage of materials classified as salvage or scrap are the responsibility of the Material Control function.

5.10.3 Property records of Government-owned scrap or salvage generated (except as provided by FAR 45.507) shall provide the following information (FAR 45.505-8(b)):

A. Contract number, if practical, or equivalent code designation from which the scrap or salvage derived (on report header);

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- B. Nomenclature or description of salvageable items or classification (material content) of scrap;
 - C. Unit Price;
 - D. Unit of Issue;
 - E. Quantity on hand;
 - F. Posting reference and date of transaction;
 - G. Disposition;
 - H. Acquisition cost if available; and
 - I. Tag number.
- 5.11 The Site/Project Property Administrator assigned to the contract maintains property records of products completed under government contracts. Such records shall include quantities accepted and shipped. For products delivered in-place, records shall include quantities stored, location, acquisition cost/fabrication cost, and disposition action. (FAR 45.505-10)
- 5.11.1 Products retained for further use under the contract or other contracts shall be recorded as "Government-furnished property."
 - 5.11.2 Records of completed products returned by the Government under the terms of a warranty clause shall contain a description of the item involved, quantities received and returned to the Government, and other pertinent data necessary to determine that a proper accounting of all property has been made.
- 5.12 Loss, Damage, or Destruction (LDD) of Government Property (FAR 45.504)
- 5.12.1 It is the policy of BRS to promptly investigate and report all cases of loss, damage, destruction or other incidents involving Safety or Security of Government property to the Government Property Administrator (GPA). As required, a Loss, Damage or Destruction (LDD) report will be submitted to the GPA. In each such occurrence, an Accident/Incident Report (AIR) will be prepared to set forth the facts concerning the loss, damage or destruction and the AIR will be attached to the LDD as support documentation.

NOTE: Fair wear and tear is not considered damage. In the course of using Government property, it is anticipated that parts will

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become weak and cause a failure or breakage. If the repair is covered under normal maintenance and no preventable incident occurred to cause the failure, no AIR is required. An example of this would be vehicle windshield damage caused by road debris. Furthermore, neither Safety nor Security reports are required as part of an LDD and will never be attached as part of any LDD.

5.12.2 Procedure

5.12.2.1 Incidents with a value of less than \$1,000.00 will be reported to the GPA with limited investigation, exceptions to this would be: incidents involving injury, sensitive items, and specific requests from the GPA or BRS management directives. Limited investigation is defined as LDD reports that require a statement from the BRS Site Property Administrator with the concurrence of the Project Manager only. No detailed security or safety investigation is required for the BRS property files.

5.12.2.2 All incidents including TMP vehicles safety and non-safety with a damage value of \$500.00 or less and do not involve injury can be consolidated and reported utilizing an excel spreadsheet. When this process is used, the report will be submitted to the GPA twice a month at a minimum. This consolidated report must contain all the data that is required of paragraph 5.12.7 however, no detailed investigation is needed.

5.12.2.3 Incidents with a value greater than \$1,000.00 will be reported as described below:

- a. A joint AIR will be prepared with Safety or Security as the lead depending on the type of incident. The AIR shall contain photographs of the loss/scene, etc. It will contain witness statements that include the following disclosure statement:

Your statement is important to the successful resolution of the Accident/Incident under investigation. It should be limited to the facts of the issue and should not set forth your opinions. Your opinions may be provided to the investigating official. Your statement will be used within the company to support property actions, further safety and security investigations/reviews, and other administrative reasons. Your statement may be provided to the Government in the furtherance of contractual obligations but may not be released to third parties.

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- b. The AIR shall contain a brief narrative that describes the FACTS of the incident only. It will draw no conclusions, report no findings, and contain no recommendations. The AIR will be provided to the Country Project Manager, Safety Manager, Security Manager and Property Manager who will use it as the base document of fact for their respective investigations / actions. The AIR shall include the following disclosure statement:

Brown & Root Services Company Confidential Data – The information contained in this Accident/Incident Report (AIR) document may be released to the U.S. Government solely for purposes of administration of the LOGCAP contract and under no circumstances may this AIR or any information contained herein be released to private or third parties.

- c. The party responsible for the Government Property Item (see paragraph 3 below) shall complete the required internal reporting of any LDD to the responsible BRS Site Property Administrator;
- d. Prompt investigation(s) of any such LDD will be conducted in accordance with BRS Property Procedures (and as applicable, BRS Safety and Security procedures). Both the BRS Safety and Security Departments have procedures for conducting investigations of Motor Vehicle Accidents, however, where there is the possibility of damage by vandalism or theft or any other malicious act, the BRS Site Property Administrator is responsible for ensuring the BRS Security Department is promptly advised that a Security Investigation is required.
- e. Safety and Security Investigation Reports shall be clearly marked “**Brown & Root Services Company Confidential Data**”. These reports cannot be released outside of Brown & Root Services without specific permission from the Project General Manager, Corporate Safety and/or Security (depending on the report) and BRS General Counsel. Permission to release the report(s) must be endorsed by each of the aforementioned departments in writing prior to the release of the report. Furthermore, release of a Safety or Security report(s) within BRS is restricted to a bona fide “Need to Know only” distribution.

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- f. Internal BRS Safety and/or Security investigation reports may contain supposition, professional opinions, recommended actions and/or subjective conclusions, however, the Accident/Incident Report as delineated in paragraph (a) above is limited to a report of the actual events only. The Accident/Incident Report shall be a part of the Safety and/or Security Department Report. When attached to the Safety or Security Report, the Accident/Incident Report shall be protected by the Brown & Root Services Company Confidential Data legend. However, when the Accident/Incident Report document is detached from the respective Safety or Security Report, the AIR may be attached to an LDD as the support documentation to the LDD and may be released to the GPA. Note the legend which must be on every AIR.

- 5.12.3 Individual responsibility to notify the BRS Property Control Section:
Upon determination of loss, damage or destruction of Government Property, the party/activity having custody of the property shall immediately report the information to the Property Control section and in no case, shall the event be reported later than 24 hours after the event occurred.

NOTE: For leased/rented equipment, notify the responsible Procurement Office and provide copies of all documents.

- 5.12.4 BRS Property Control Section responsibility to notify the Government Property Administrator and Lead Roles for preparation of the AIR:
- a. Upon discovering the loss of a Sensitive Item, the BRS Site/Project Property Administrator shall immediately notify the appropriate BRS Safety and/or Security Department and the Government Property Administrator. This notification will be followed up in writing within 24 hours.
 - b. Upon notification or discovery of the loss, damage or destruction of a property Item through an accident, the BRS Safety Department shall take the lead on the preparation of the AIR. However, if the loss, damage or destruction appears to be due to theft, intentional destruction or sabotage, the BRS Security Department shall take the lead on the preparation of the AIR.
 - c. BRS Property Control will report all instances of loss damage or destruction of Government Property to the Government Property Administrator within 72 hours. The LDD report, supported by an

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Accident/Incident Report as supporting documentation when applicable, shall be completed as soon as all facts are known. The LDD, accompanied by the supporting documentation, shall be forwarded to the Government Property Administrator.

- 5.12.5 Damaged or destroyed property will be identified, segregated and held pending disposition instructions from the Government Property Administrator (GPA) or the Government Plant Clearance Officer (PLCO).
- 5.12.6 The BRS Site/Project Property Administrator shall maintain a letter file of loss/damage reports for historical and follow-up purposes.
- 5.12.7 The BRS Site/Project Property Administrator shall obtain/prepare/provide the completed LDD as prescribed below (Exhibit D). The Accident/Incident Report (if one was prepared) shall be provided as supporting documentation to the LDD.
 - A. Date of incident;
 - B. Description of property including NSN, applicable part number or identification tag number;
 - C. Contract number;
 - D. Acquisition cost;
 - E. Full narrative of the incident, location, etc.;
 - F. Cause and corrective action taken or to be taken to prevent recurrence;
 - G. Estimated scrap proceeds (when applicable);
 - H. Repair direct labor and material costs;
 - I. Estimated cost to replace (when applicable);
 - J. Copies of supporting documentation; defined as: Photographs, sketches, police reports (if available), estimated cost of damage reports and other factual data that supports our conclusion on the incident. The facts contained within any internal report will be given to the GPA under E (Full narrative of the incident, location, etc.). Supporting documentation can not include internal BRS reports that are prohibited for release outside of BRS

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- K. The contract provision under which relief of responsibility is sought;
- L. Date of report;
- M. Statement that no insurance costs or other means of covering LDD of Government property were charged to the contract, if applicable; and
- N. Statement that, in the event BRS was or will be reimbursed or compensated for LDD of Government property, e.g. reimbursement by a subcontractor, the Government shall receive equitable reimbursement.

5.12.8 Upon receipt of instructions from the GPA or PLCO, the Site/Project Property Administrator provides disposition instructions. Property/Material Control carries out the instructions, updates records, and notifies the Government Property Administrator when all actions are completed.

5.12.9 Incidents involving damage to equipment issued to members of the Military through the Transportation Motor Pool (TMP), or other contractual requirements will be processed as indicated in 5.12.7 above with the exception of the following:

5.12.9.1 No investigation will be conducted of any non-Brown & Root Services employee.

5.12.9.2 The facts as known will be reported. Example: Sgt. John Snuffy dispatched the vehicle identified on this LDD and returned it with damage to the left front fender. A statement from Sgt. Snuffy is attached (If available).

5.12.9.3 The LDD will list the Military members name and unit assigned to. Corrective action will state that it is non-applicable.

6.0 EXHIBITS

- 6.1 Exhibit A - Warehouse Requisition
- 6.2 Exhibit B - Automated Property Control System
- 6.3 Exhibit C - Tag Register/Property Book
- 6.4 Exhibit D – LDD Report
- 6.5 Exhibit E – Technical Inspection with Continuation Sheet

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EXHIBIT A

WAREHOUSE REQUISITION

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EXHIBIT B

Automated Property Book Data base

Maintaining automated BRS Property Records with Dbase V or Visual Dbase.

As a measure to standardize property books within BRS all Property Administrators will ensure that the official Government Property Records are maintained in the following manner.

The Automated Property Records will be maintained with the use of Dbase V or Visual Dbase. Do not alter the file structure in any way. This file will serve as a property record and a Tag Register.

The required entries and explanation of the use is as follows:

GP_NUM	ENTER THE ASSIGNED GOVERNMENT TAG NUMBER
STOCK_NUM	ENTER THE STOCK NUMBER FROM THE PURCHASE ORDER OR NSN NUMBER FOR MILSTRIP ACQUISITIONS
FSC_NUM	4 DIGIT FEDERAL SUPPLY CLASSIFICATION FOUND IN DOD PAMPHLET H-2-1.
REQ_NUM	ENTER REQUISITION NUMBER FROM PURCHASE ORDER
DESC1	ENTER GENERAL DESCRIPTION I.E., TRUCK, CARGO 2 ½ TON
DESC2	ENTER ANY ADDITIONAL INFORMATION TO AID IN INVENTORY IDENTIFICATION.
QTY_ISSUED	THIS WILL ALWAYS BE ONE (1.00)
MODEL_NUM	ENTER MODEL NUMBER OF ITEM
*MAKE	MAKE/MANUFACTURE
*YEAR	YEAR OF MANUFACTURE (IF AVAILABLE).
SERIAL_NUM	ENTER MANUFACTURES SERIAL NUMBER.
LICENCE_PLATE	LICENCE PLATE NUMBER.
PO_NUM	ENTER PURCHASE ORDER NUMBER ITEM WAS PROCURED WITH
CO_NUM	ENTER CHANGE ORDER NUMBER OF PURCHASE ORDER.
ITEM_NUM	ENTER ITEM NUMBER ANNOTATED ON THE PURCHASE ORDER FOR CORRESPONDING ITEM.
P_U_PRICE	ENTER THE ACQUISITION UNIT PRICE ANNOTATED ON THE PURCHASE ORDER.
MRR_NUM	ENTER THE MRR NUMBER, FURNISHED BY MATERIAL CONTROL.
DATE_REC'D	ENTER THE DATE RECEIVED DATA OFF THE MRR

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LOC1 ENTER GEOGRAPHICAL LOCATION OF EVENT I.E.,
BOSNIA, CROATIA OR HUNGARY, 'TRANSFERRED' OR
LDD STATUS (DRMO, LOSS, DESTROYED)

LOC2 ENTER CAMP, CITY, GENERAL LOCATION OF ITEM,
U.S. ARMY OR LDD STATUS.

LOC3 DETAILED LOCATION, SUCH AS CARPENTER SHOP,
'TRANSFERRED' OR LDD STATUS.

DISPO_REF ENTER THE DOCUMENT NUMBER OR LDD NUMBER OF THE TRANSACTION
REMOVING ITEM FROM THE PROPERTY BOOK.

HAND_REC ENTER THE NUMBER ASSIGNED TO THE WAREHOUSE
REQUISITION.

INV_DATE ENTER THE DATE THE ITEM WAS LAST PHYSICALLY
INVENTORIED, MOVED OR TRANSFERRED.

ISSUED_TO ENTER THE LAST NAME AND FIRST INITIAL OR BADGE
NUMBER OF INDIVIDUAL SIGNING THE WAREHOUSE REQUISITION FORM AS
RECEIVING THE ITEM OR LDD STATUS.

ISSUED_DATE ENTER THE DATE THE WAREHOUSE REQUISITION
TRANSACTION WAS SIGNED, TRANSFER COMPLETED OR TURN IN TO DRMO.

PROJECT ENTER THE FIRST FOUR DIGITS OF THE PURCHASE ORDER I.E., LG60

UPDT ENTER CATEGORY OF EQUIPMENT AS FOLLOWS:
 1 = MISSION ESSENTIAL EQUIPMENT
 2 = EQUIPMENT IDENTIFIED FOR U.N. OR FOLLOW ON
CONTRACT.
 3 = EXCESS EQUIPMENT, AWAITING DISPOSITION
INSTRUCTIONS.
 L = LDD PROPERTY (DESTROYED, LOST OR DRMO TURN IN)
 T = TRANSFER

- These entries are required for items of Government owned property having a unit cost of \$5,000.00 or more.

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Exhibit C
Tag Register/Property Book

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Exhibit D
Lost, Damaged or Destroyed report

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Exhibit E
Technical Inspection



Brown & Root Services

TECHNICAL INSPECTION
(unserviceable)

To: **Material Control Manager**

From: _____
Print Badge Signature

Date: _____

Inspected By: _____

The below listed items have been inspected. They are found to be condition code _____.
Request disposition of these items.

ID or GP#	DESCRIPTION	DEFICIENCY	COPY

CODE	DESCRIPTION
A1	Serviceable - unused, good
A2	Serviceable - unused, fair
A3	Serviceable - unused, poor
A4	Serviceable - used, good
A5	Serviceable - used, fair
A6	Serviceable - used, poor
B1	Serviceable - unused, good (w/qualifications)
B2	Serviceable - unused, fair (w/qualifications)
B3	Serviceable - unused, poor (w/qualifications)
B4	Serviceable - used, good (w/qualifications)
B5	Serviceable - used, fair (w/qualifications)
B6	Serviceable - used, poor (w/qualifications)
F7	Unserviceable - good, repairs required (reparable) 15% of acquisition cost
F8	Unserviceable - fair, repairs required (reparable) 16% to 40% of acquisition cost
F9	Unserviceable - poor, repairs required (reparable) 41% to 65% of acquisition cost
HX	Unserviceable salvage (condemned)
SS	Property has no value except for its basic material content (Scrap)

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TAB E (STORAGE, WAREHOUSING AND STOCK CONTROL) TO BROWN & ROOT SERVICES, LOGCAP PROPERTY CONTROL PLAN

P.C. - 04.00(R1)

SOP # LOGCAP PCP

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STORAGE, WAREHOUSING
AND STOCK CONTROL

DATE EFFECTIVE

1 June 2002

SUPERSEDES DATED

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5.9 Housekeeping

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1.0 PURPOSE

Establish procedure for handling and storing operational supplies and materials entering into project inventory.

2.0 SCOPE

Applies to all departments and personnel maintaining or having storage areas or facilities, and storing or warehousing property.

3.0 RESPONSIBILITY

- 3.1 The Materials Manager is responsible for operation of all storage and warehouses areas used for LOGCAP Government Property.
- 3.2 Warehouse Managers/Supervisors assure storage/warehouse areas under their control are operated and maintained in a safe, efficient and professional manner, and all property stored therein is properly cared for, protected, and accounted for.
- 3.3 Department managers and supervisors ensure storage areas or facilities under their control are maintained in accordance with this procedure, and the property stored therein properly cared for, protected, and used for its intended purpose.
- 3.4 The project Security Department is responsible for physical security of storage and warehousing facilities.
- 3.5 The project Safety Officer is responsible for inspecting storage and warehousing areas to ensure facilities, personnel, and work practices comply with required safety standards/measures.
- 3.6 The project Safety Officer is responsible for inspecting storage and warehousing areas to ensure facilities, personnel, and work practices comply with required fire prevention standards/measures.

4.0 POLICY

Every BRS and subcontractor employee shall ensure the Government property they use, control, or possess is safely and securely stored, protected and maintained, accounted for, used only for the purpose intended and returned.

5.0 PROCEDURES

- 5.1 General

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- 5.1.1 Government property will be segregated from Contractor property. (FAR 45.507)
 - 5.1.2 Storage shall provide adequate protection from the elements, theft and other hazards to include proper packaging and preservation when required. Adequate housekeeping and protection will be provided for both inside and outside stores items, including hazardous materials, precious metals, sensitive items, etc. Necessary measures for air circulation, drainage, corrosion prevention, age control, fire protection, etc., will be taken.
 - 5.1.3 Warehouse/storage area access will be limited to authorized personnel only.
 - 5.1.4 Warehouse and storage areas will be designated with a locator system.
 - 5.1.5 Items will be moved under proper authority, supported by documentation and protected during movement using proper handling equipment, techniques and safety precautions.
 - 5.1.6 Loss, damage or theft will be investigated, documented, and reported without delay to Material Control. Material Control will forward such reports to the Site/Project Property Administrator.
- 5.2 Space Layout
- 5.2.1 Arrangement of storage areas will be determined by the physical design and layout of the warehouse, considering factors such as availability of shelving; access to/for material handling equipment; maximum load limits; height of ceiling; type and condition of floor; location of aisles, exits, loading areas; lighting; and the items to be stored.
 - 5.2.2 Storage areas will be organized as follows:
 - 5.2.2.1 Bulk Storage Bay: Pre-designated floor areas used for items too large for bin or shelf storage.
 - 5.2.2.2 Outside Storage: Storage in open areas for items which can be adequately protected from the elements by means of a waterproofed covering and dunnage. Adequate security will be provided against pilferage. Items will be marked and identified. As a minimum, identification must include a description of the material.
 - 5.2.2.3 Suitable storage space will be provided near doors and loading platforms for high-volume, fast moving property.

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5.2.2.4 Property requiring special consideration (kept dry, protected from heat, etc.) will be stored consistent with the physical characteristics of the property and the available facilities.

5.3 Locator System

5.3.1 A locator system, which will enable any item in storage to be readily accessible and easily found, must be established for each storage facility/warehouse.

5.3.2 Storage Space Layout: The following guidelines may be used to establish a locator system.

5.3.2.1 Warehouse(s) are numbered with one digit location code (e.g. Warehouse 2).

5.3.2.2 Subdivisions of a warehouse are designated by letters "A" to "Z".

- 2- A - Bulk storage area
- 2- B - Tool Issue Center
- 2- C - Stationery Supplies

5.3.2.3 Sections are numbered so as one faces the center aisle from the entrance, odd numbers will be on the left and even numbers on the right.

5.3.2.4 Racks run alongside each other in sections and when not subdivided into bins, drawers or shelves, will be separately designated alphabetically starting from the main aisle. The compartments within box pallet type racks will be designated by Number from bottom to top.

5.3.2.5 Shelves will be lettered from bottom to top in alphabetical order.

5.3.2.6 Bins or Drawers within each section, starting from the main aisle, will be numbered in numerical sequence beginning with 1.

5.3.2.7 The container area will be identified as Area 4 with subdivisions carrying the container number assigned by Material Control. For example, materials stored in Container 20 will be identified on locator cards as 4CT20.

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5.3.2.8 Outside storage, cable yard and property disposal areas, as they become operational, will follow the format specified in 5.3.3.2, 5.3.3.3 and 5.3.3.4.

5.4 Bulk Storage

- 5.4.1 Arrange bulk stocks on pallets or in box pallets and provide ready access to items.
- 5.4.2 Don't co-mingle stocks; arrange stocks facilitate item identification and physical inventories.
- 5.4.3 Segregate unserviceable items, salvage and scrap from serviceable items; identify condition and store in a separate area of the warehouse.
- 5.4.4 Store combustible material in an area/manner approved by the Fire Prevention Office.

5.5 Small Item Storage

- 5.5.1 Use bins or drawers for storing small items normally issued in less than "original pack" quantities, and label.
- 5.5.2 Keep packages on shelves neat and orderly.
- 5.5.3 Rotate stock when replenishing shelf items. Put new stock in the rear or back of the shelf, make issues from the oldest stock nearest the front (FIFO).

5.6 Storage Plan

A diagrammatic plan of the supply storage buildings and areas will be maintained at each operating activity. This plan will show the layout of each building, storeroom and/or outside area.

5.7 Security

- 5.7.1 Supplies will be afforded protection against pilferage. Warehouse and storeroom doors will be provided with locks and will be secured at the close of business and/or when no one is in attendance at the storage location.
- 5.7.2 Keys to warehouse or storerooms will be maintained in accordance with key control procedures.

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5.7.3 Unauthorized personnel will be prohibited from entering the warehouse or storeroom area.

5.7.4 "Pilferable" items will be given additional protection as required.

5.8 Fire Prevention

5.8.1 All personnel will avoid practices that can result in spontaneous combustion or become a fire hazard.

5.8.2 Observe the following:

Provide clearance of at least eighteen inches (18") on all sides of lighting fixtures. Don't stack material close to heating, lighting, and similar equipment. Observe "No Smoking" rule in storage locations. Store combustible packaging and marking material where it can be readily seen. Monitor combustible items and powered material handling equipment closely and frequently. Ensure there is a fire plan, and that fire extinguishers are operable and in their proper locations. Provide adequate ventilation.

5.9 Housekeeping

5.9.1 Storage areas will be kept in a clean and orderly condition.

5.9.2 Rubbish will be disposed of daily.

5.9.3 Operating aisles (main and cross) will be kept clear of obstruction.

5.9.4 Trashcans will be provided to discourage littering the area with waste.

5.9.5 All supplies in storage will receive adequate care to prevent deterioration. "First-in First Out" practice will be employed to ensure that the oldest stored stock is moved out first.

5.9.6 Stocks in packages will be spot-checked for signs of deteriorating effects.

5.10 Movement

5.10.1 Movement of property out of storage must be authorized and documented.

5.10.2 In the event of loss or damage during movement, project will notify the Site/Project Property Administrator. Property Administrator will investigate, prepare and submit the required LDD documents.

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**TAB F (PROPERTY CONSUMPTION, UTILIZATION AND MAINTENANCE) TO
BROWN & ROOT SERVICES, LOGCAP, PROPERTY CONTROL PLAN**

P.C. - 05.00(R1)

SOP # LOGCAP PCP

Page Index

PROPERTY CONSUMPTION,
UTILIZATION AND MAINTENANCE

DATE EFFECTIVE

1 June 2002

SUPERSEDES DATED

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1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

4.0 PROCEDURE

4.1 Utilization

4.2 Maintenance

4.3 Consumption

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1.0 PURPOSE

Ensure proper consumption, maximum utilization, and required maintenance of Government property in accordance with contractual requirements.

2.0 SCOPE

Applies to all project personnel using or having custody of Government property.

3.0 RESPONSIBILITY

- 3.1 Each BRS Project/Program Manager responsible for Government Property shall ensure that all Government property is properly utilized only in the performance of the contract for which it was acquired. Any deviations must have the prior approval of the Contracting Officer.
- 3.2 The Site Property Manager and the Materials Manager establishes and maintains an effective program to ensure proper use, maintenance, and accountability of LOGCAP Government Property in storage.
- 3.3 Warehouse Managers/Supervisors ensure all property stored therein is properly cared for, protected, and accounted for.
- 3.4 Department managers and supervisors ensure Government property under their control is used only for its intended purpose, and properly maintained. They ensure:
 - 3.4.1 Care for, protect, and control property issued to, utilized by, or located in the department.
 - 3.4.2 Perform preventive maintenance per maintenance schedule.
 - 3.4.3 Promptly report any occurrence of loss, damage or destruction of Government property.
- 3.5 Property Control shall:
 - 3.5.1 Upon receipt enter property into the property record.
 - 3.5.2 Record the transfer of accountable property within the organization.
 - 3.5.3 Review reports of damage or loss of Government property and forward such to the Government Property Administrator for action.

4.0 PROCEDURE

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4.1 Utilization (FAR 45.509-2)

All government property will be used for the purpose authorized; and will not be diverted to other use.

4.1.1 Property Custodian

Each department will designate an individual as the Property Custodian to assume responsibility for all property issued to, utilized by, or located in the respective complex/ work area. Property Custodians:

4.1.1.1 Care for, protect and maintain control over the property issued to them.

4.1.1.2 Report all instances of theft, loss, damage or destruction of property under his/her custodial care.

4.1.1.3 Assist in the performance and reconciliation of physical inventories at conclusion of event or when otherwise directed by the Site/Project Property Administrator.

4.1.1.4 Perform joint inventory and reconcile discrepancies with new Property Custodian or individual(s) designated by Site/Project Property Administrator.

4.1.2 Material and/or property in possession of and excess to the requirements of the department/using activity will be turned in to Material Control.

4.1.3 Material Control reports all idle property to the project/site Property Administrator.

4.1.4 Idle property no longer required to support the contract will be declared excess. Excess property will be stored and disposition instructions promptly requested from the Plant Clearance Officer. Excess property will be disposed of only by direction of the Plant Clearance Officer or Contracting Officer.

4.1.5 Government property will not be transferred to another contractor/ organization unless such transfers are authorized in writing by the Contracting Officer, Plant Clearance Officer (PLCO) or the ACO.

4.1.6 To establish a minimum level of use below which an analysis of need shall be made and retention justified, plant equipment with an acquisition value of \$5,000.00 or more is divided into 13 categories or families: ADPE,

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Modules, Ablution units, Communication Equipment, Furniture, Kitchen Equipment, Laundry Equipment, Medical Equipment, Office Equipment, Refrigeration Equipment, Storage Units, Tools, Utilities and Vehicles. Plant equipment items issued to camps are considered in use and not subject to utilization analysis. If an item is identified as excess to the needs of the mission, or sent into storage, a monthly "use analysis" will be conducted by the Material manager to justify retention. When the item of plant equipment becomes excess to the needs of the contract, it will be disposed of in accordance with the procedures indicated in Tab H.

4.2 Maintenance (FAR 45.509-1)

BRS is responsible for proper care, calibration and maintenance of all Government property for which it is accountable under this contract. The maintenance program shall be consistent with (a) sound industrial practices; (b) equipment manufacturers' technical manuals; (c) local maintenance procedures; and (d) the terms of the contract.

4.2.1 Required maintenance of Government property will be scheduled, performed and documented as required in accordance with the FAR, local maintenance procedures and contract requirements. The user is responsible for reporting any malfunctions, damage, or required maintenance of items in their custody to the respective maintenance departments.

4.2.2 To ensure that BRS maintains a process of providing the amount of care necessary to obtain a high quality of production and the most useful service life of Government property, the following criteria's will be adhered to:

4.2.2.1 The responsible maintenance activity will obtain and comply with current technical publications for maintenance of Government property, when applicable.

4.2.2.2 Item is scheduled for periodic maintenance (including technical publication compliance), when appropriate.

4.2.2.3 Inspections and/or periodic maintenance is performed according to the schedule in the local applicable maintenance SOP.

4.2.2.4 Unscheduled maintenance requirements will be performed in an expeditious manner.

4.2.2.5 Records of preventive maintenance and corrective actions will be maintained as indicated in paragraph 4.2.7 below.

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4.2.3 Property, including Real Property, will:

- A. Be scheduled for periodic maintenance and receive maintenance according to schedule.
- B. Have preventative maintenance and corrective action records current and accurate.
- C. Be regularly inspected to determine need for repair, replacement or other capital rehabilitation work.
- D. Be rehabilitated when authorized.
- E. Have rehabilitation cost, replacement or major repair cost accurately recorded and justified.

4.2.4 Preventive maintenance shall include:

- A. Inspection of buildings at periodic intervals to detect deterioration and identify needed repairs;
- B. Inspection of plant equipment at periodic intervals to assure detection of maladjustment, wear, or impending breakdown;
- C. Regular lubrication of bearings and moving parts in accordance with manufacturer's instructions and/or a lubrication plan;
- D. Adjustments for wear, repair, or replacement of worn or damaged parts, and elimination of causes of deterioration;
- E. Removal of sludge, chips, and cutting oils from equipment that will not be used for a period of time;
- F. Taking necessary precautions to prevent deterioration caused by contamination, corrosion, and other substances; and
- G. Proper storage and preservation of accessories and special tools furnished with an item of plant equipment but not regularly used with it.

4.2.5 Inspection and maintenance schedules will be developed for all equipment by the cognizant functional area/technician. The local preventative maintenance program will assure items missed during a cycle are rescheduled as soon as possible.

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4.2.6 A monthly inspection schedule of buildings, structures, and distribution systems will be established. Necessary major repairs or modifications required will be submitted to Facility Engineering for appropriate action. No major repairs (except emergency), capital-type rehabilitation's, or modifications to real property will be accomplished without the prior written authorization and funding of the Contracting Officer or ACO. The need for major repair, replacement and other capital rehabilitation will be reviewed on a case by case basis, taking into consideration the age of the equipment, the acquisition cost, the replacement value and the total cost of required repairs.

4.2.7 The Maintenance Department shall record and report as applicable:

- A. Maintenance/repairs performed, associated repair costs and down time, by property tag number, and
- B. Deficiencies and casual factors discovered as a result of inspection.

The reports will include recommendations and justifications regarding disposition and/or replacement of problem, or potential problem property.

4.2.8 The Property office will keep all original title or bill of sales and warranty documents in the property files. Procurement will make arrangements for all warranty repairs.

4.3 Consumption

Consumption of Government property shall be reasonable when compared to requirements. Material Control will investigate, analyze, and report to the Site Project Manager and Site Property Administrator any instances of unreasonable consumption, and submit plans to correct such instances. This applies to property which is incorporated into an end product or otherwise consumed in the performance of the contract.

4.3.1 Quantities of property produced or procured for incorporation into an end item or otherwise consumed will:

- A. Be reasonable when compared to Material Requisitions.
- B. If numbered, be selectively matched and incorporated in appropriate end item.
- C. Be promptly returned to stock and recorded when determined to be excess to using activity needs.

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- 4.3.2 Records, receipts and issue documents, will support all property transactions, regardless of type. Stock record cards, issue documents, work orders, shipping documents, etc., substantiate that material has been issued for authorized consumption against the contract for which it was provided or procured.
- 4.3.3 The responsibility for maintaining control and accountability of all property is assigned to the Event/location/using activity having possession of the property. Responsibility flows from the Site Property Administrator and is specifically assigned to the managers or directors of the using departments/activities.
- 4.3.4 The Stock Record Card (or automated stock record).
 - 4.3.4.1 The material control function at each warehouse location shall be responsible for maintaining the individual item record of all property received.
 - 4.3.4.2 Once the stock record has been prepared, the property received shall be placed in the storage area, which is under control of Warehouse Superintendent. Material and equipment must not be removed from this area without approval, must be recorded on issue documents or disposition instructions.

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TAB G (PHYSICAL INVENTORY OF GOVERNMENT PROPERTY) TO BROWN & ROOT SERVICES, LOGCAP PROPERTY CONTROL PLAN

P.C. - 06.00(R1)

SOP # LOGCAP PCP

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PHYSICAL INVENTORY OF
GOVERNMENT PROPERTY

DATE EFFECTIVE

1 June 2002

SUPERSEDES DATED

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4.2 Frequency of Inventories

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4.4 Method of Inventory

4.5 Inventory Preparations

4.6 Inventory Count Procedure

4.7 Inventory Reconciliation

4.8 Reporting the Inventory

5.0 EXHIBITS

5.1 Exhibit A - Inventory Check Sheet

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5.2 Exhibit B - Inventory Adjustment Report (IAR)

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1.0 PURPOSE

Provide instructions for conducting physical inventories of Government property.

2.0 SCOPE

Applies to all BRS personnel responsible for managing, controlling, accounting for and/or inventorying Government property on Project LOGCAP.

3.0 RESPONSIBILITY

- 3.1 The Site Project Manager is responsible for all aspects of managing and caring for Government property in BRS custody at the Event location. This includes assuring required inventories are accomplished accurately and on-time.
- 3.2 Project inventories are the responsibility of the Project/site Property Administrator. Together with the Material manager, he/she:
 - A. Ensures physical inventories of all property (equipment and material) are conducted at least every 12 months; and
 - B. Establishes, reviews, and furnishes the Project inventory schedule and results to the Government Property Administrator.
- 3.3 Property Custodians assist the cognizant Material Control representative(s) with planning, conducting, reporting, and reconciling the inventory.
- 3.4 Material Control representative(s) prepare all inventory adjustment reports required for inventory reconciliation. The Material Manager reviews the reports, ensures all stock record adjustments have been accomplished, and forwards the inventory results/report to the Site Project Manager and Property Administrator.

4.0 PROCEDURE

- 4.1 General Policy on Physical Inventories (FAR 45.508)
 - 4.1.1 An annual inventory (to be completed by 30 September), or more frequently if required, is taken of all Government Property. BRS personnel other than those who maintain the property records or have custody of the property will conduct the inventory. The target completion of such inventories is the end of September each applicable year. The Site/Project Property Administrator will provide written notice to the cognizant Government Property Administrator ten (10) working days prior to the scheduled inventory. A copy of the notice will be forwarded to the Project Property Administrator as required.

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- 4.1.2 BRS will provide required personnel with security clearance for inventory of classified items when required to do so.
- 4.1.3 BRS Subcontractors in possession of Government property for which BRS is accountable are required to certify annually, by the end of September each year, that the property they are charged with is in their possession. Copies of such certifications are part of the BRS property control records.
- 4.1.4 Results of physical inventories, including discrepancies, if any, that are found are reported to the Site Property Administrator who submits to the Government the following information: (A copy of this report is forwarded to the Project Property Administrator as required)
 - a. A listing identifying all discrepancies disclosed by physical inventory;
 - b. A signed statement that physical inventory of all or certain classes of Government property was completed on a given date and that the official property records were found to be in agreement with the physical inventory except for discrepancies reported;
 - c. A report of any items of government property found during an inventory that are in use by BRS, but not on the property records and any items found that are not in use, nor needed by BRS, but are on the property records. The Site Property Administrator shall take actions to resolve any such findings with the cognizant Government Property Administrator;
 - d. A complete list/printout of all Government property in the company's (including subcontractors) possession will be forwarded to the cognizant Government Property Administrator as requested.
 - e. BRS will properly investigate any instance of Loss, Damaged, or Destroyed findings of Government property.
- 4.1.5 Upon completion or termination of a contract and in accordance with FAR 45.508-1, a physical inventory will be performed, adequate for disposal purposes, of all Government Property contained in that contract. The inventory may be waived by the Government Property Administrator when the property is authorized for use on a follow-on contract if past contract performance has established the adequacy of property controls and an acceptable degree of inventory discrepancies.

4.2 Frequency of Inventories

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- 4.2.1 Inventories for all property (material and equipment) will be performed every 12 months, or more frequently as determined by the Property/Material Manager, scheduled by area. Each department establishes a schedule for inventorying property in their custody. Material Control/Property reviews and approves department schedules, furnishes copies to the Site/Project Property Administrator, and appoints personnel to perform the inventory. The Site/Project Property Administrator gives copies of all inventory schedules to the GPA.
- 4.2.2 Physical inventory includes sighting, counting, tagging or marking, describing, recording, and reporting the property being inventoried, and reconciling the property records.
- 4.2.3 Other inventories are performed as required/scheduled.

4.3 Types of Inventories

There are four (4) types of physical inventory that shall be utilized by project. They are:

- 4.3.1 Cyclic - A 100% inventory conducted on an established schedule.
- 4.3.2 Special - A scheduled physical inventory of a specific stock number as a result of a specified requirement (i.e. location audit, procurement, or any other reason deemed appropriate).
- 4.3.3 Spot - An unscheduled physical inventory of a specific stock number as a result of a specific requirement (i.e. location audit, procurement, or any other reason deemed appropriate).
- 4.3.4 Selected Items - An unscheduled physical inventory of a specified stock number as a result of a specific requirement (i.e. validation of a back order) with insufficient time to include it as a scheduled inventory.

4.4 Method of Inventory

- 4.4.1 In order not to interrupt supply operations, the "Open Warehouse" method of taking inventory will be employed. The open warehouse method permits normal receipt and issue transactions to continue during the course of the inventory.
- 4.4.2 Inventory schedule will be prepared in accordance with an annual, cyclical or perpetual basis. Inventory start/completion dates must be scheduled to result in inventory completion and resolution of discrepancies and record

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updates before the 12 month anniversary of the completion of the previous inventory.

4.5 Inventory Preparations

- 4.5.1 Appoint personnel to perform physical inventory. They may not be the same individuals as those who maintain records or have custody of the property.
- 4.5.2 Start the inventory before the deadline date in the system wide schedule. This schedule is furnished to the GPA.
- 4.5.3 The balances indicated on the property records at the inventory deadline date will be the balances with which the inventory count will be compared.
- 4.5.4 All receipt/supply transaction documents assigned voucher numbers before the deadline date must be posted to the record accounting cards or automated records before starting inventory count.
- 4.5.5 Item description/ stock number/tag number(s) and location(s) will be obtained from the stock/property records and utilized to perform inventory count.

4.6 Inventory Count Procedure

- 4.6.1 Mark each storage location of stock, as it is counted to indicate it has been inventoried. Record the physical counts on the inventory record (Exhibit A).
- 4.6.2 Inventory records shall contain the following data:
 - A. Item description, Stock Number/NSN, and Tag Number(s) if applicable
 - B. Location(s)
 - C. Actual physical count
 - D. Quantity Over, or
 - E. Quantity Short
 - F. Remarks, if any. Provide narrative description of any discrepancies (i.e. property record book and stock record card don't match, item not in location stated in property book or stock record, etc.)
 - G. Current Date
- 4.6.3 Sign and date the inventory count record in the "1st, 2nd, or 3rd counter" boxes, as applicable.

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4.7 Inventory Reconciliation

- 4.7.1 After counting is completed, the actual count on each inventory record will be compared with the balance on the corresponding property record.
- 4.7.2 If the physical count does not agree with the property record balance, a second count will be conducted. If the discrepancy still exists personnel responsible for the inventory will attempt to reconcile the difference by checking the receipt and issue transaction history. The Warehouse Supervisor responsible for the inventory will conduct if necessary a third count to resolve the discrepancy. All discrepancies unresolved after the third count will be posted to the Inventory Adjustment Report (IAR) (Exhibit B) and processed for approval.
- 4.7.3 The IAR will contain the following information:
 - A. Item stock number, tag number(s) and NSN if known
 - B. FSC (if applicable)
 - C. Description
 - D. Unit of measure
 - E. Recorded quantity
 - F. Quantity over, or
 - G. Quantity short
 - H. Unit price
 - I. Debit, or
 - J. Credit

4.8 Reporting the Inventory

- 4.8.1 The original IAR will be forwarded to the Material Control Manager and Project Manager for review and approval.
- 4.8.2 Upon approval, the Site/Project Property Administrator will provide a copy of the IAR to the GPA reporting the adjustment.

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4.8.3 The original IAR will be maintained in the Material Control record files.

5.0 EXHIBITS

5.1 Exhibit A - Inventory Check Sheet

5.2 Exhibit B - Inventory Adjustment Report (IAR)

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EXHIBIT A

INVENTORY CHECK SHEET

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EXHIBIT B

INVENTORY ADJUSTMENT REPORT

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**TAB H (DISPOSITION OF PROPERTY) TO BROWN & ROOT SERVICES, LOGCAP,
PROPERTY CONTROL PLAN**

P.C. - 07.00(R1)

SOP # LOGCAP PCP

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DISPOSITION OF PROPERTY

DATE EFFECTIVE

1 June 2002

SUPERSEDES DATED

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6.0 PROCEDURE

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6.2 Request for Disposition Instructions

6.3 Serviceable Items

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7.0 PARTS FROM LIKE ITEM(S) FOR REPLACEMENT OR SPARES STOCK
(CONTROLLED SUBSTITUTION)

8.0 UTILIZATION OF PROPERTY DESIGNATED AS UNECONOMICAL TO REPAIR

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9.0 EXHIBITS

- 9.1 Exhibit A - Condition Codes
- 9.2 Exhibit B - Form Letter, Request for Disposition of Property
- 9.3 Exhibit C – Inventory Schedule B

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1.0 PURPOSE

Establish procedures for reporting and requesting disposition instructions for contract government property that has become excess, obsolete, uneconomically repairable, or otherwise unusable for the performance of the contract.

2.0 SCOPE

Applies to personnel having custody, care, and control of Government property (using activities, Material Control, and the Site/Project Property Administrator).

3.0 RESPONSIBILITY

- 3.1 The Site Project Manager is responsible for all aspects of managing and caring for Government property in BRS custody at the Event location. This includes accounting for and disposing of Government property as required.
- 3.2 Disposing of Government property is the primary responsibility of the Site/Project Property Administrator. Together with the Material Manager, he/she reviews idle property and determines if it exceeds anticipated need; requests, receives, and then accomplishes disposition of property acquired for performance of the contract.
- 3.3 Property Custodians assist the cognizant Material Control representative(s) by accounting for property in their custody and identifying any which is excess to their needs.
- 3.4 Material Control representative(s) receive, label, store and move excess property; research and provide stock record/property record information to the Site/Project Property Administrator.

4.0 OVERVIEW

- 4.1 The using department reports material or equipment that is idle, broken, unsuitable, or not required to perform the contract to Material Control.
- 4.2 Material Control screens property against known requirements and forwards excess and/or uneconomical to repair recommendation along with the Site Project Manager's approval to the Site Property Administrator for action and verification.
- 4.3 Items excess to project requirements or uneconomical to repair are referred to the Property Office for requesting disposition instructions from the Plant Clearance Officer or the Government Property Administrator.

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- 4.4 The Government Plant Clearance Officer (PLCO), Government Property Administrator or ACO will make the final determination how to dispose of the property; and directs the sale, transfer, movement or other action in writing to the Property Office.

5.0 POLICY

5.1 Disposition (FAR SUBPART 45.6)

- 5.1.1 When Government property becomes excess by virtue of completion or termination of the applicable contracts or is no longer needed for contract performance, the assigned BRS Project/Program Manager will promptly report such excess property to the Government via the Property Office in accordance with the provisions of and in the format specified by the PLCO, contract clause and FAR 45.6. The Material Manager will coordinate preparation of the excess inventory. Excess inventory will be reported by submission of the appropriate inventory schedule or as contractually directed upon completion, or at anytime during the period of the contract when inventory is no longer required. In the absence of instructions in the contract, disposition instructions will be requested from the PLCO or GPA as appropriate.
- 5.1.2 Prior to submission of inventory schedules:
- 5.1.2.1 Review commercial BRS requirements to purchase if needed;
- 5.1.2.2 Return contractor acquired property to suppliers for appropriate credit where feasible.
- 5.1.3 Inventory schedules shall be prepared in accordance with directives of the PLCO and FAR 45.606-5.
- 5.1.4 Disposition action will be taken only in accordance with the disposition instructions received from the Contracting Officer, ACO, GPA or PLCO.
- a. The property to be disposed of will be identified and segregated, if practicable, in such manner as to be accessible for reasonable viewing by prospective recipients, if necessary, in conjunction with the disposition instructions.
- b. BRS personnel familiar with the property will be available at reasonable designated times to permit inspection of the property by prospective recipients. Upon completion of shipment of any excess government property, a copy of the shipping document will be furnished to the Plant Clearance Officer.

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- c. BRS conducted sales that are directed by the Plant Clearance Officer will require a sales area, escort of interested buyers, preparation of invitation for bid, lotting of inventory and other actions that may be required. At the time of any such directed sale, the Plant Clearance Officer will be requested to provide detailed instructions to BRS. Sale of government property, where the proceeds will be credited to the prime contract, shall be conducted according to the local Property Sales Standard Operating Procedures.
 - d. In the event the Plant Clearance Officer instructs BRS to conduct a sale of surplus Government property, such instructions will be followed. If so instructed, the responsible BRS representative will prepare an Invitation for Bid for review and approval by the Plant Clearance Officer before release to prospective bidders. Bid openings will be in the presence of the Plant Clearance Officer or other designated Government representative. BRS personnel will perform the identifying/segregating, escorting and physical preparation and handling functions. Such functions will be coordinated by the responsible BRS representative who will also monitor preparation and submission of transfer of accountability documents.
 - e. Identification tags and any indication of Government ownership will be removed (or defaced) from the property prior to disposal.
 - f. A copy of all documents used to transfer or ship Government-owned property shall be provided to the cognizant Government Property Administrator/PLCO and the SPA.
 - g. HAZMAT and items requiring DEMIL are restricted from BRS sales operations.
 - h. Excess property or scrap containing precious metals will be segregated and reported to the PLCO on separate inventory schedules. Precious metals will be packaged in nonporous, smooth containers in a manner to prevent loss through leakage or damage to the containers. Containers will be marked to show the type of precious metals.
- 5.1.5 If, before final disposition, BRS becomes aware that items listed and reported on inventory schedules are usable on other work without financial loss, the PLCO will be notified immediately in writing requesting authority to utilize the property. Upon the PLCO written approval to remove the items from the inventory schedule the property can be issued and the inventory schedules adjusted accordingly.

6.0 PROCEDURE

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6.1 General

6.1.1 Prior to disposition of Government property will be:

- A. Screened items against Project wide BRS needs.
- B. Report excess or unserviceable items to the PLCO.
- C. Receiving proper authority to dispose.
- D. Removing government property identification.

6.1.2 The term "disposal" applies to both expendable and non-expendable property. It applies to the redistribution of serviceable excesses as well as to the disposal of unserviceable items.

6.1.3 Excess items that are generated during fabrication, such as short pieces of wire, rope, cable, etc., will be considered scrap.

6.1.4 Property is to be declared for disposal or redistribution when the following conditions exist.

6.1.4.1 Serviceable items are in excess of the maximum amount required to accomplish the assigned task.

6.1.4.2 Property is determined by maintenance inspectors to be unserviceable (Condition Codes Exhibit A).

6.1.4.3 Property is determined by maintenance inspectors to be scrap.

6.1.4.4 Property is obsolete.

6.2 Request for Disposition Instructions

6.2.1 When the using activity determines that certain property is excess, unserviceable, obsolete or out of date, the using activity will prepare a Turn-In Document and will bring the property to Material Control. The turn-in document must contain the following information:

6.2.1.1 Item Tag Number

6.2.1.2 Stock Number if available

6.2.1.3 Description, including NSN (if known), manufacturer, model/serial number, and any other identifying data (i.e. VIN number, etc.)

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6.2.1.4 Statement that the property is excess, unserviceable or obsolete; and whether or not a replacement is required.

6.2.2 Upon receipt, Material Control will request an item condition review be conducted by a qualified technician (Exhibit A). He/she will either:

6.2.2.1 Declare the item serviceable, or

6.2.2.2 If the item is unserviceable, recommend item be processed as either scrap or salvage.

6.3 Serviceable Items.

Material Control reviews internal requirements and determines if the item is still needed for the project.

6.3.1 If a need exists, the item shall be processed as a regular turn-in and reissue.

6.3.2 If an item is determined to be excess, the item will be tagged "excess", stored in segregated area, and a Request for Disposition Instructions spreadsheet (Exhibit B) will be forwarded to the Property Office. The Property Office will obtain approval from the Site Project Manager or General Project Manager and forward to the PLCO utilizing an automated screening system.

6.3.3 The request shall contain all applicable information provided on the letter, in addition to all other data required by the prime contract and FAR. Condition codes are required on the letter which are illustrated in Exhibit A.

6.4 Unserviceable Items (Scrap and Salvage - see Tab M Glossary for definitions).

6.4.1 Transactions involving scrap and salvage will be recorded on the Turn-In Document, the Document Register, and the Property Register.

6.4.1.1 Scrap/Salvage items will be removed from the project records when in receipt of the transfer document or sales receipt from the Sales Program Office

6.4.1.1 Scrap/Salvaged material may be transferred to other than BRS activities when approved by an authorized government representative.

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- 6.4.2 The Sales Program Office will notify the Property Office when scrap and salvage stockpiles reach an accumulation where disposition becomes economically feasible. The Sales Program Office in accordance with directives received by the PLCO and FAR 45.606-5 will prepare an inventory schedule (Exhibit B) and forwards the schedule to the Property Office. The Property Office will receive approval to dispose of the scrap from the Project Manager then forward to the PLCO or designated GPA.
- 6.4.3 Scrap will be segregated by ownership to maximum extent possible. Based upon the nature of the scrap being generated, clear ownership may not be apparent. Therefore, unless otherwise directed, commingled scrap, if unavoidable, will be considered as contract property and processed in accordance with local contract sales procedures.

7.0 PARTS FROM LIKE ITEM(S) FOR REPLACEMENT OR SPARES STOCK
(CONTROLLED SUBSTITUTION)

- 7.1 All removal of parts from one item to repair a like item must first be coordinated with, and permission obtained from, the Material Manager.
- 7.2 Parts removal is usually limited to serviceable parts, components, and assemblies from equipment for use as spares stock. However, the Material Manager may authorize parts to be removed from deadlined equipment in order to immediately restore similar equipment to full service capability. In this case, the using activity must immediately requisition a replacement for the removed part.
- 7.3 The department/activity/shop submits a written request to the Material Manager containing the following information:
- a. Urgency of need, and anticipated benefits from parts removal.
 - b. Complete description of equipment from which parts will be removed;
 - 1) Stock number and tag number
 - 2) Manufacturer, model, and serial number of equipment
 - 3) Parts required, including part numbers (if available)
 - c. Complete description of equipment which will be repaired from these parts;
 - 1) Stock number and tag number
 - 2) Manufacturer, model, and serial number of equipment

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- d. Requisition number for replacement parts.
 - e. Copy of Turn-In documents for the unserviceable items/parts.
- 7.4 A file containing all requests will be maintained by Material Control. The information must be posted to the stock record, as appropriate. Material Control must take care to note warranty issues, and affect parts removal may have on warranty (i.e. void warranty, extend warranty beyond existing when replacement part received, etc.). Also, the Maintenance Department must record all pertinent parts replacement information on the affected equipment record cards.
- 7.5 Once approval has been obtained, the department/activity/shop can proceed with the parts removal, complete the necessary forms, and turn-in the inoperative part(s) for scrap and salvage.

8.0 UTILIZATION OF PROPERTY DESIGNATED AS UNECONOMICAL TO REPAIR

- 8.1 Cannibalization of property for spare/replacement parts is possible once the equipment has been designated as uneconomical to repair, and relief from responsibility has been granted by the GPA and/or ACO. If cannibalization is necessary or desired (vs disposal):
- 8.1.1 The appropriate department submits a written request to cannibalize to the Site Property Administrator. The request must contain, as much as possible, the same information described in paragraph 7.3 above.
 - 8.1.2 A memorandum will be submitted to the GPA requesting authority to remove the item from the property records. Scrap/residue will be disposed of through the property sales program as directed by the PLCO.
 - 8.1.3 Upon receipt of written permission to cannibalize, a control program for the removal of spare parts begins.
 - 8.1.3.1 Parts removed will be recorded and tracked to vehicle for which they are to be used. Value of each part removed will be noted on the inventory record.
 - 8.1.3.2 The skeleton of the vehicle after all reusable parts have been removed, or after cannibalization is no longer required, will be disposed of in accordance with the PLCO directives and FAR 45.6.

9.0 EXHIBITS

- 9.1 Exhibit A - Condition Code

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9.2 Exhibit B - Form Letter, Request for Disposition of Property

9.3 Exhibit C - Inventory Schedule B

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EXHIBIT A

For the purposes of indicating condition of the property, the Federal Condition Codes indicated below will be used. Use a combination of a letter and a number (such as A1 or F7) or 2 letter (when salvage or scrap is indicated).

FEDERAL CONDITION CODES

Supply Condition Codes

- A. New, used, repaired, or reconditioned property which is serviceable and issuable to all customers without limitations or restriction. Includes material with more than 6 months shelf-life remaining.
- B. New, used, repaired, or reconditioned property which is serviceable and issuable or for its intended purpose but restricted from issue to specific units, activities, or geographical areas because of its limited usefulness or short service-life expectancy; includes material and remaining shelf life of three to six months.
- F. Economically repairable property which requires repair, overhaul, or reconditioning (includes repairable items which are radioactively contaminated).
- H. Property which has been determined to be unserviceable and does not meet repair criteria.
- S. Property that has no value except for its basic material content.

Disposal Condition Codes

- 1. Unused-Good. Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
- 2. Unused-Fair. Unused property that is usable without repairs but is deteriorated or damaged. Enough utility remains to classify the property better than salvage.
- 3. Unused-poor. Unused property that is usable without repair but is considerable deteriorated or damaged. Enough utility remains to classify the property better than salvage.
- 4. Used-Good. Used property that is usable without repairs and most of its useful life remains.
- 5. Used-Fair. Used property that is usable without repairs.
- 6. Used-Poor. Used property that is usable without repairs, but is considerably worn or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.

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7. Repairs Required-Good. Required repairs are minor and should not exceed 15% of original acquisition cost.
8. Repairs required-Fair. Required repairs are considerable and are estimated to range from 16% to 40% of the original acquisition cost.
9. Repairs Required-Poor. Required repairs are major because the property is badly damaged, worn, or deteriorated, and are estimated to range from 41% to 65% of original acquisition cost.
- X. Salvage. Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65% of the original acquisition cost.
- S. Property that has no value except for its basic material content.

CONDITION CODES TO BE USED ON THE INVITATION FOR BIDS ARE AS FOLLOWS:

1. GOOD
2. FAIR
3. POOR

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EXHIBIT B

REQUEST FOR DISPOSITION OF PROPERTY

DATE: _____

TO: Plant Clearance Officer

FROM: Brown & Root Services

Contract Number _____

Project LOGCAP; Event: _____

SUBJECT: Property Disposition Request (Number _____)

Please provide disposition instructions for the following property. It has been determined there is no further use for the property at this location and on this Project.

ITEM			CONDITION				
NO.	DESCRIPTION	PART#	CODE	QTY	UOM	U/P	T/P

Property Office representative

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EXHIBIT C

INVENTORY SCHEDULE B

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**TAB I (SUBCONTRACTOR CONTROL) TO BROWN & ROOT SERVICES, LOGCAP,
PROPERTY CONTROL PLAN**

P.C. - 8.00(R1)

SOP # LOGCAP PCP
Page Index

SUBCONTRACTOR CONTROL

DATE EFFECTIVE
1 June 2002

SUPERSEDES DATED

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

4.0 PROCEDURE

DRAFT

1.0 PURPOSE

Implement prime contract requirements for subcontractor control of Government property.

2.0 SCOPE

Applies to all subcontractors using Government property in the performance of their subcontracts, and to all BRS personnel responsible for managing and controlling Government property.

3.0 RESPONSIBILITY

- 3.1 Subcontractors are accountable for managing Government property in their care and control in strict accordance with the subcontract.
- 3.2 The Material Manager, together with the Site Property Administrator and the Subcontract Administrator, are responsible for enforcing effective subcontractor property control at the site/location.
- 3.3 Material Control, Warehouse, and the Subcontract Administrator shall maintain current lists of subcontractor personnel authorized to requisition and/or receive property. Authorized personnel are responsible for all property ordered, received, or used by their representatives.
- 3.4 Using contractual authority, the Subcontract Administrator assures Subcontractor compliance with prime contract, federal government, US Army, and BRS property procedures.

4.0 PROCEDURE

- 4.1 Subcontractor Control (FAR 45.510)

Subcontracts that will include the use of Government Property by the Subcontractor will contain appropriate FAR Property flow down clauses whereby BRS can hold the subcontractor liable.

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**TAB J (REPORTING AND CONTRACT PROPERTY CLOSEOUT) TO BROWN &
ROOT SERVICES, LOGCAP, PROPERTY CONTROL PLAN**

P.C. - 9.00(R1)

SOP # LOGCAP PCP

Page Index

REPORTING AND CONTRACT
PROPERTY CLOSEOUT

DATE EFFECTIVE

1 June 2002

SUPERSEDES DATED

INDEX

0.0 PURPOSE

1.0 SCOPE

2.0 RESPONSIBILITY

3.0 PROCEDURE

3.1 REPORTING

3.2 CONTRACT PROPERTY CLOSE-OUT

4.0 REFERENCES

DRAFT

1.0 PURPOSE

Establish uniform procedures for reporting Government property in the possession of BRS-LOGCAP and Subcontractors; and closing-out Events and eventually the prime contract.

2.0 SCOPE

Applies to all BRS personnel involved in managing, controlling, reporting and disposing of Government property.

3.0 RESPONSIBILITY

- 3.1 The Materials Manager, together with the Site/Project Property Administrator, are responsible for the subsequent closeout of Project and Event Government Property Books.
- 3.2 The Project Property Administrator is responsible for overseeing the Project property control system. This person prepares, processes, and files all reports required for property under the Event and/or prime contract.
- 3.3 Using contractual authority, the Subcontract Administrator assures Subcontractor compliance with prime contract, federal government, US Army, and BRS property procedures.

4.0 PROCEDURE

- 4.1 Reporting (FAR 45.505 and 45.505-14)
 - 4.1.1 LOGCAP assigned Site Property Administrators ensuring proper and timely submission of all reports including DD forms 1662, as required by FAR or the prime contract, to the Project Property Administrator. Assistance is provided by the Project Property Administrator as required.
 - 4.1.2 Additional Government property reports including the Property Book are required to be submitted in accordance with established procedures and are the responsibility of the Project Property Administrator. LOGCAP shall submit all agency and/or contract required reports for Government property within the time period established by the contract.
 - 4.1.3 LOGCAP's property control system shall annually provide a report showing the total acquisition cost of Government property for which BRS is accountable, at each location, including Government property in subcontractor possession. The Property Administrator will determine

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property classifications, but property books/lists are usually broken down into: (FAR 45.505-14)

- A. Land and rights therein:
- B. Other real property, including utility distribution systems, buildings, structures, and improvements thereto:
- C. Plant equipment of \$5,000 or more:
- D. Plant equipment of less than \$5,000; and
- E. Leased/rented equipment (optional).

4.1.4 The Site Property Administrator shall submit the following to the cognizant government Property Administrator promptly after completing physical inventory: (FAR 45.508-2)

- A. A listing that identifies all discrepancies disclosed by a physical inventory;
- B. A signed statement that physical inventory of all or certain classes of Government property was completed on a given date and the official property records were found to be in agreement except for discrepancies reported.

4.1.5 Losses due to suspected theft, misuse, or abuse, are reported to the LOGCAP Project Manager, the Materials Manager, and the Site/Project Property Administrator. The Site Property Administrator will investigate, prepare and forward all required reports to the Government Contracting Officer and GPA.

4.2 Contract Property Close-out

4.2.1 LOGCAP Project Management monitors contracts approaching completion to ensure all property issues are being worked towards resolution. Management assigns responsible person(s) to monitor close-out, ensure all required reports are submitted, any special tooling subject to special tooling clauses are identified to the Government, and that the cognizant Government Property Administrator is promptly notified when pending actions on property related matters are completed.

4.2.2 Upon termination or completion of a contract, LOGCAP shall perform and require all subcontractors to perform a physical inventory of all Government property. This must be done for disposal purposes, unless

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waived by the Government Property Administrator, in writing, when the property is authorized for use on a follow on contract.

- 4.2.3 When disposition of Government property has been completed, the Project Property Administrator will assure:
- A. Disposition of property has been properly accomplished and documented;
 - B. Adjustment documents, including any request(s) for relief from responsibility, have been processed and completed;
 - C. Proceeds from disposals or other property transactions, including adjustments, have been properly credited to the contract or paid to the Government as directed by the GPA or ACO;
 - D. All questions regarding title to property fabricated or acquired under the contract have been resolved and appropriately documented;
 - E. The close-out DD Form 1662, "DoD Property to the Custody of Contractor," or comparable document prescribed for non-DoD agencies, has been prepared and submitted to the GPA;
 - F. The contract Property Control Data File is complete and ready for closure; and
- 4.2.4 The PPA will request the GPA/ACO provide BRS with a copy of the DD Form 1593, "Contract Administration Completion Record," or equivalent form, attesting that:
- A. All Government property provided under the contract has been properly accounted for; and
 - B. There are no unresolved questions related to BRS liability for Government property and/or title to property acquired or fabricated under the terms of the contract.

5.0 References

- 5.1 Prime Contract Government Property Clause (52.245-x)
- 5.2 FAR Part 45
- 5.3 BRS Federal Government Property Control Procedures

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5.4 BRS Government Procurement Procedures Manual

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**TAB K (MOVEMENT OF PROPERTY) TO BROWN & ROOT SERVICES, LOGCAP,
PROPERTY CONTROL PLAN**

P.C. - 10.00(R1)

SOP # LOGCAP PCP

Page Index

MOVEMENT OF PROPERTY

DATE EFFECTIVE

1 June 2002

SUPERSEDES DATED

1 June 2002

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITY

4.0 PROCEDURE

DRAFT

1.0 PURPOSE

Establish uniform procedures for moving Government property.

2.0 SCOPE

Applies to personnel involved in moving Government property.

3.0 RESPONSIBILITY

- 3.1 The Materials Manager is responsible for safe, effective and efficient movement of all LOGCAP Government Property.
- 3.2 Warehouse Managers/Supervisors assure Government property under their control is properly stored, accounted for, prepared for shipment and moved in an efficient manner.
- 3.3 Material control is responsible for preparation of shipping documents.

4.0 PROCEDURES

- 4.1 All shipments or moving of Government Property must have proper authorization and documentation. The Responsible Property Holder will notify the Site/Project Property Administrator before equipment is moved off-site. The Site/Project Property Administrator is responsible for ensuring that all Government Property moves are authorized.
- 4.2 All Government Property shall be moved in a safe manner that ensures adequate protection from the elements, theft, and other hazards. The material to be moved shall be protected to include packing, covering, skidding, utilization of proper handling equipment.
- 4.3 Government property shall be preserved, packaged, marked, shipped and documented in accordance with the applicable requirement of the contract. Blocking, bracing and crating practices should be strong enough to withstand the abuse it will receive from the means of transportation utilized. Consideration must be given to the cargo being transported, distance of travel and the method of transport. This will assist in determining the extent of blocking, bracing and crating required.
- 4.4 The property control system shall provide the following information regarding shipments of Government property (on DD Form 1149, DD Form 1348-1, SF-364 or other agency specified shipping document):

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- A. identity of shipment, such as shipping document or bill of lading number;
 - B. origin of shipment
 - C. BRS Project LOGCAP event name and location ;
 - D. Destination
 - E. contents (items in the shipment)on shipping documents;
 - F. quantity shipped;
 - G. Government identification or tag number, if applicable.
 - H. acquisition cost if available.
- 4.5 In the event of loss or damage during movement, project will notify the Site/Project Property Administrator as prescribed in Property Control Procedure P.C. - 05.00(R1). The Site/Project Administrator will investigate, prepare and submit the required LDD documents.

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**TAB L (TOOL ROOM OPERATION) TO BROWN & ROOT SERVICES, LOGCAP,
PROPERTY CONTROL PLAN**

P.C. - 11.00(R1)

SOP # LOGCAP PCP

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TOOL ROOM OPERATION

DATE EFFECTIVE

1 June 2002

SUPERSEDES DATED

INDEX

1.0 PURPOSE

2.0 SCOPE

3.0 RESPONSIBILITIES

4.0 PROCEDURE

5.0 EXHIBITS

- 4.1 Exhibit A- Damaged/Defective Tool Form
- 4.2 Exhibit B- Damaged/Defective Tool Form Continuation Sheet
- 4.3 Exhibit C- Lost Tool Report Form
- 4.4 Exhibit D- Lost Tool Report Continuation Sheet
- 4.5 Exhibit E- Material Request (Tool Room Use Only)

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1.0 Purpose

To establish an effective Tool Room property accountability system for the issuance, tracking, and collection of items stored, or issued from the BRS Tool Room.

2.0 Scope

This procedure applies to all personnel issuing, using, handling and/or having custody of, or responsibility for, property being stored, or issued from the BRS Tool Room.

3.0 Responsibilities

- 3.1 The Materials Manager is responsible for providing qualified personnel to perform the various tasks associated with the operation of the BRS Tool Room.
- 3.2 The Warehouse Manager/Supervisor is to ensure all property stored in the BRS Tool Room is properly cared for, protected, and accounted for in accordance with the guidelines set forth in this procedure.
- 3.3 Tool Room Attendants are responsible for the documentation and security of all items stored and issued from the BRS Tool Room.
- 3.4 Department Managers and Supervisors are to ensure Government Property under their control is used only for its intended purpose and properly maintained.

4.0 Procedure

- 4.1 Issuing Property items for daily or long term use.
 - 4.1.1 Durable/Returnable and GP, or Etch Numbered Items.
 - 4.1.1.1 May only be signed for by either a BRS Expatriate or Designated Host Country National (HCN).
 - 4.1.1.2 The person signing for the property is responsible for issuance of the items to his/her work crew.
 - 4.1.1.3 The individual signing for the property retains responsibility for all items that he/she has signed for until they are turned back into the Tool Room or transferred to another employee.

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4.1.1.4 Each employee accepts responsibility for the items in their possession, this includes those Government Property items signed for on their Employee Status Report. By accepting this responsibility they ensure that the items are used in the performance of the contract, properly cared for, protected, and secured while in their possession.

4.1.1.5 Damaged tools/equipment must be returned to the Tool Room and a Damaged/Defective Tool Form is to be completed, signed by their Supervisor, and processed through Materials.

4.1.2 Personal Protective/Safety Issue Items

4.1.2.1 Employees will be provided the necessary personal protective equipment required in performing their daily job duties in accordance with local laws, safety requirements, and job classifications.

4.1.2.2 The Tool Room will maintain an account file for each employee and will request that these accounts be reconciled with the employee or their supervisor upon termination of the employee's employment.

4.1.2.3 If an employee requests a replacement due to damage or normal wear, the original must be visually inspected by the Tool Room Attendant.

4.1.2.4 If a replacement is requested because the original has been lost or destroyed, a Lost Tool Report will be completed, and signed by the individual's Department Supervisor and Manager. The Tool Room then processes the Lost Tool Report to the Project Manager for final approval. The Lost Tool Report is to include, but shall not be limited to, an explanation regarding the circumstances surrounding the loss/destruction prior to issuance of a replacement item.

4.1.3 Consumable Items

4.1.3.1 Consumable items are items that are consumed during use and are not expected to be returned to the Tool Room. Examples of these items include, but are not limited to, batteries, sandpaper, paint brushes, drill bits, saw blades, etc.

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4.1.3.2 These items are accounted for by issue on a daily consumable form or (automated) stock record, and are signed for by a BRS Employee.

4.2 Transfers and Demobilization of Employees

- 4.2.1 When an employee is permanently transferred to another work site and they are taking tools and equipment with them, it is the individual's responsibility to ensure the Tool Room is notified.
- 4.2.2 The Tool Room will prepare a file for transfer, if required, and forward this to the receiving location Tool Room for creation of the employee's account. The employee is responsible for ensuring that all items listed on their account are actually in their possession. All losses will be promptly reported to the Tool Room upon occurrence.
- 4.2.3 When processing to demobilize from the project site, an employee must be cleared through the Tool Room. No clearance will be signed until the employee has returned, or transferred, all tools/equipment for which he/she is responsible for and/or the proper Damage/Defective Form or Lost Tool Report(s) have been completed.
- 4.2.4 Exceptions to the demobilization or out processing process will be made on a case by case basis as approved by the Country Project Manager. Such exceptions may be caused when an employee is demobilized or transferred while out of the Country.

4.3 Calibration of Tools

- Specialty tool items such as torque wrenches, multi-meters, and test equipment require calibration checks at certain time periods, or as per regulations, according to the particular tool.
- The Tool Room will identify all items falling into this category and will provide them to the US Army TMDE laboratory for entering into their database.
- Upon receipt of an item requiring calibration the item will be sent to the TMDE laboratory for initial calibration, and once the item is certified, it is available for issue.
- The Tool Room will request a calibration tool report from the TMDE laboratory to include the last calibration date, next date due for calibration, and any deficiencies reported against any item.
- Quality Assurance/Quality Control will perform random checks to ensure compliance with the calibration process.

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4.4 Validation of Employee Status Reports

- Tool Room Employee Status Reports (Hand Receipts) are to be printed at least twice a year for validation by the employee.
- Employees are responsible for accounting for all items on their Employee Status Report and shall acknowledge accountability of those items to the Tool Room.
- All items not accounted for shall be promptly reported to the Tool Room.

4.5 Record Keeping

- The Tool Room will maintain a database in electronic format to track tools assigned to employees on a long term basis.
- Tools checked out of the Tool Room for longer than 24 hours will be considered long term.
- The database should be capable of recording inventory quantities on hand and total quantities issued.
- The issue transaction history will enable Tool Room employees to view durable items, currently signed out against any BRS employee, by name or badge number.
- Periodic validations of these employee accounts are necessary to ensure good accountability.

5.0 EXHIBITS

5.1 Exhibit A- Damaged/Defective Tool Form

5.2 Exhibit B- Damaged/Defective Tool Form Continuation Sheet

5.3 Exhibit C- Lost Tool Report Form

5.4 Exhibit D- Lost Tool Report Continuation Sheet

5.5 Exhibit E- Material Request (Tool Room Use Only)

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EXHIBIT A

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EXHIBIT B

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EXHIBIT C

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EXHIBIT D

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EXHIBIT E

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**TAB M (GLOSSARY OF TERMS) TO BROWN & ROOT SERVICES, LOGCAP,
PROPERTY CONTROL PLAN**

GLOSSARY OF TERMS

ACCESSORY ITEM

An item which is added to a tool or piece of equipment to enhance its ability to perform a specific function. It has no use as a tool itself, and is not essential for the tool to operate. (FAR 45.501)

ACCOUNTABILITY

The obligation of an individual officially designated with respect to a specified activity to maintain records or item balances and/or dollar value in accordance with a prescribed system showing authorized debits, credits, and available balances on hand or in use by such activity. The records so maintained will be referred to in general "records of accountability." These records will be in stock record accounts or property books (including "hand receipts") according to prescribed standards. These records may also include certain categories of excess and surplus property in custody of property disposal officers under standards set forth in Project regulations.

AGENCY-PECULIAR PROPERTY

Government-owned personal property that is peculiar to one agency (e.g., military or space property). It excludes Government material, special test equipment, special tooling and facilities. (FAR 45.301)

AUXILIARY ITEM

An item without which the basic unit of plant equipment cannot operate (FAR 45.501), such as motors for pumps and machine tools.

BULK MATERIAL

Bulk Material is defined as material such as Rock, Sand, Concrete, and like material that is ordered, delivered, and received in bulk quantities.

BULK DELIVERY TICKET (BDT)

The Bulk Delivery Ticket is a 5-part preprinted, serialized form provided by BRS for the receipt of bulk materials (see exhibit E).

CANNIBALIZE

Removing serviceable parts or components from unserviceable property for the purpose of reutilization.

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COMMAND RESPONSIBILITY

The officer or civilian employee in permanent or temporary command of an installation or major activity has command responsibility of the security of all public property of his command whether in use or in storage. Such command responsibility extends to a thorough observation of the activities of his subordinate and the enforcement of all security and accounting requirements by appropriate administrative or disciplinary measures where necessary.

CONDITION CODE

The alphabetical or alpha-numerical designation indicating the condition of property.

CONSUMPTION

The process of incorporating Government property, of the material or agency peculiar classification, into an end item or otherwise consuming it in performance of a contract.

CONTRACTOR-ACQUIRED MATERIAL (CAM)

That material purchased or leased by the contractor for performance of the contract. Also see definition of "material".

CONTRACTOR-ACQUIRED PROPERTY (CAP)

Property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title. (FAR 45.101)

CONTROLLED EXPENDABLES

Normally items classified as "expendable" but having characteristics which require they be identified, accounted for, secured or handled in a special manner to ensure their safeguard.

CONTROLLED SUBSTITUTION

Removing serviceable parts or components from a serviceable property item in order to repair a like item.

CUSTODIAL ITEM

GFM or CAM with unit price \$200.00 or less which may not be incorporated into or attached to a deliverable end item, or consumed and/or expended in performing a contract (e.g. tools and small equipment, uniforms, safety equipment, etc.)." (DCMAI Letter para. 5.d., 10 Feb 95)

CUSTODIAL RECORDS

Written memoranda of any kind, such as requisitions, issue hand receipts, tool checks, stock record books, or computer generated records used to control items issued from tool cribs, tool rooms, and stockrooms. (FAR 45.45.501)

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Damaged/Defective Tool Report

A form must be completed in detail by BRS employees who signed a (automated) stock record for Government Property, which has been damaged or is defective.

Designated HCN

An HCN who has been identified in writing, as an individual who is authorized to sign an (automated) stock record for certain property issued by the Tool Room.

DISCREPANCIES INCIDENT TO SHIPMENT

All deficiencies incident to shipment of Government property to or from a contractor's facility whereby differences exist between the property purported to have been shipped and property actually received. Such deficiencies include loss, damage, destruction, improper status and condition coding, errors in identity or classification, and proper consignment. (FAR 45.501)

EXCESS MATERIAL

Material which is in excess of current requirements having no anticipated use but which may have recoverable value beyond its scrap content.

EXPATRIATE (Expat)

BRS Personnel working overseas, away from their Home Country.

EXPENDABLE SUPPLIES

A special classification for use in program expense accounting activities which encompasses non-expendable supplies valued at less than \$200 per item and all expendable supplies. This classification will not be construed to alter existing requirements for maintenance of station property book records of non-expendable supplies.

EXPENDABLE SUPPLIES AND MATERIALS

Items which are consumed in use, such as ammunition, or which lose their identity, such as certain repair parts, or which are low intrinsic value unworthy of full accounting procedures. Supplies which are consumed in use, such as ammunition, paint, fuel, cleaning and preserving materials, surgical dressing, drugs, medicines, etc., or which lose their identity, such as spare parts, etc. Sometimes referred to as "consumable supplies and material."

Expendable items, as applied to repairs and utilities operations, or construction activities, are, therefore, dropped from accountability.

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FACILITIES

Property used for production, maintenance, research, development, or testing. It includes plant equipment and real property. It does not include material, special test equipment, special tooling, or agency-peculiar property. (FAR 45.301)

GOVERNMENT-FURNISHED EQUIPMENT (GFE)

Tools, equipment, and other property not consumed in the performance of the work, provided by the government to the contractor for performance of contract.

GOVERNMENT-FURNISHED MATERIAL (GFM)

The property (material) consumed in the performance of the work, furnished by the Government to the contractor for performance of the contract.

GOVERNMENT-FURNISHED PROPERTY (GFP)

Property in the possession of or directly acquired by the Government and subsequently made available to the contractor. (FAR 45.101)

GOVERNMENT MATERIAL

Government property which may be incorporated into or attached to an end item to be delivered or otherwise made available to the contractor.

GOVERNMENT PROPERTY

All property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both Government-furnished property and Contractor acquired property to which the Government has title. (FAR 45.101)

GOVERNMENT PROPERTY ADMINISTRATOR (GPA)

An authorized representative of the contracting officer assigned to administer the contract requirements and obligations relating to Government property. (FAR 45.501)

HAND RECEIPT

Is a signed document acknowledging acceptance of responsibility for items of property listed thereon which are loaned or issued for use and are to be returned.

HAZARDOUS AND/OR DANGEROUS MATERIALS

Hazardous materials consist of explosives, flammable substances, toxic chemicals, sources of ionizing radiation or radiant energy, oxidizing material, corrosive material, compressed gases, any compound mixture, element or material which, because of their natures, are hazardous to store and/or handle. Dangerous materials are any materials which, under conditions incident to transportation, are liable to cause fires, create serious damage by chemical action, or create a

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serious transportation hazard. They include explosives, flammable, corrosives, combustibles, oxidizing materials, poisons, compressed gases, toxic, unduly magnetic materials, defensive biological agents, and radiological.

HOST COUNTRY NATIONAL (HCN) EMPLOYEE

For the purposes of this procedure and performance on this contract, is a person whose home country is within the Theater of Operations in which we may establish support for this contract.

INDIVIDUAL ITEM RECORD

A separate card, form, document or specific line(s) of computer data used to account for one item of property. (FAR 45.501)

INDUSTRIAL PLANT EQUIPMENT (IPE)

Identified as plant equipment in Federal stock group 34 with acquisition cost of \$15,000 and more, used for cutting, abrading, grinding, shaping, forming, jointing, heating, treating or otherwise altering the physical properties of materials, components, or end items entailed in manufacturing, maintenance, supply, processing, assembly, or research and development operations.

INSTALLED PROPERTY

Those items of equipment and furnishings which are required to make the facility useable and are affixed as permanent parts of the structure. Equipment which is non-portable because of built-in configuration, weight and size, making the removal of such equipment impossible without building or structural disassembly.

INVENTORY

The same as property. (2) the material stocked in the warehouse or in the computer files for order purposes. (3) The act of finding, counting, or accounting for the property at a site.

INVENTORY ADJUSTMENT REPORT (IAR)

A stock record account listing property which cannot be located by a physical inventory and which is actually missing because of minor losses through handling or undiscovered posting errors, may be adjusted by means of an IAR. An IAR may be used if research indicates that the loss of an item is attributable to normal operations and there is no indication that negligence is involved.

INVENTORY RECONCILIATION

A match between depot counts/custodial records and the accountable record to identify and

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adjust accountable record when in disagreement with physical count documents/custodial records.

LACK OF GOOD FAITH

Failure to honestly carry out a duty, including gross neglect or disregard of the terms of the Government property clause or of appropriate directions from the GPA. Examples are a failure to establish and maintain proper training and supervision of employees, or failure to apply adequate controls to ensure compliance with contract terms. (FAR 52.245-5)

LOST TOOL REPORT

A form must be completed in detail by BRS employees who signed a (automated) stock record for Government Property, which has been lost or stolen. This document is support documentation for the LDD that must be submitted by the Site Property Administrator to the GPA.

MANAGERIAL PERSONNEL

Includes the contractor's directors, officers, and any of the contractor's managers, superintendents, or equivalent representatives who have supervision or direction of:

All or substantially all of the contractor's business.

All or substantially all of the contractor's operation at any one plant or separate location at which the contract is performed, or

A separate and complete major industrial operation with performing this contract. This usually refers to the top person in charge of a plant location and is normally the chief executive officer or a vice president or general manager. (FAR 52.242-2 and 52.245-5)

MATERIAL

Property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in performing a contract. (FAR 45.301)

NON-EXPENDABLE PROPERTY

Is defined as non-consumable property having a value of US\$450 or more or which by its nature is subject to pilferage. Examples of such items are, camera equipment, computer equipment and electrical appliances.

NON-PERMANENT MATERIAL

Expendable and non-expendable property/material used in providing temporary support to the construction of the permanent site.

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OBSOLETE MATERIAL

Material which because of Engineering changes (initiated either by the Company or invoked by the Customer) and/or improved methods, has no further value to the Company.

OTHER PLANT EQUIPMENT

Consists of supplies which do not meet the criteria of "capital property" but cannot be classified as "expendable."

PERMANENT MATERIAL

Expendable and non-expendable property/material used in the construction/ installation of permanent facilities.

PLANT EQUIPMENT

Personal property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles, and accessories and auxiliary items) for use in manufacturing supplies, performing services or for any administrative or general purpose. It does not include special tooling, or special test equipment. (FAR 45.101)

PROPERTY

As used in this procedure, means all property, both real and personal. It includes facilities, material, plant equipment, special tooling, special test equipment, and agency-peculiar property. (FAR 45.101)

PROPERTY BOOK

A consolidated report or listing consisting of individual item records and summary stock records which provides financial accounting for Government-owned property (equipment) in the contractor's possession. (FAR 45.505(b))

PROPERTY CONTROL SYSTEM

The contractor's Government approved system to control, protect, preserve and maintain all Government property in it's possession. (FAR 45.502) The system shall be subject to internal control standards and be supported by property records for such property. (FAR 45.505(b) It must be capable of locating any item of Government property within a reasonable time. (FAR 45.505g)

PROPERTY MANAGEMENT PROGRAM

The combination of computer programs used by Brown & Root Services to track and control all government property.

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PROJECT PROPERTY ADMINISTRATOR

The person designated by Brown & Root Services to have prime responsibility for all BRS and Government property assigned to a contract.

PROPERTY RECORDS

A perpetual inventory record which shows by nomenclature all information required by the FAR and the Contract, to be kept by Brown & Root Services. It may be written records, or computer files, or both.

REAL PROPERTY

Means land and rights in land, ground improvements, utility distribution systems, and buildings and other structures. It does not include foundations and other work necessary for installing special tooling, special test equipment, or plant equipment. (FAR 45.101)

RESPONSIBILITY

Is the obligation of an individual with respect to the property custody, care and safekeeping of government property entrusted to his possession or his supervisor.

SALVAGE

Property that, because of its worn, damaged, deteriorated, or incomplete condition or specialized nature, has no reasonable prospect of sale or use as serviceable property without major repairs, but has some value in excess of its scrap value. (FAR 45.501)

SCRAP

Personal property that has no value except for its basic material content. (FAR 45.501)

SENSITIVE ITEM

Property which, by its nature, use, operation, or susceptibility to pilferage, requires additional protection and control.

SHIPPING DOCUMENT

Document which enacts the transfer of an item between the consignor and the consignee.

SITE PROPERTY ADMINISTRATOR

The person designated by Brown & Root Services at the Project site to have prime responsibility for all BRS and Government property assigned under contract to a Project site.

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SPECIAL TEST EQUIPMENT

Either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies or equipment that are interconnected and interdependent so as to become a new functional entity for special testing purposes. It does not include material, special tooling, facilities (except foundations and similar improvements necessary for installing special test equipment), and plant equipment items used for general plant testing purposes. (FAR 45.101)

SPECIAL TOOLING

Jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids, all components of these items, and replacement of these items, which are of such specialized nature that without substantial modifications or alterations their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. It does not include material, special test equipment, facilities (except foundations and similar improvements necessary for installing special tooling), general or special machine tools, or similar capital items. (FAR 45.101)

STOCK RECORD

A perpetual inventory record which shows by nomenclature the quantities of each item received and issued and the balance on hand. (FAR 45.501)

SUMMARY STOCK RECORDS

Property records (valued under \$5,000), identified by and consolidated under an assigned stock number (NSN or local), which contain the data elements required by FAR 45.505-1 & 2 (DCMAI Letter 10 Feb 95, para 5; and FAR 45.505-5(a))

TAG NUMBER

A serial number assigned by the contractor for property identification, inventory control and property management.

UNSERVICEABLE

Property which has become uneconomical to repair or which needs to be removed from site for repair.

UTILIZATION

The process of using facilities, special tooling, special test equipment, and agency-peculiar property for the purpose for which furnished or acquired.

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WILLFUL MISCONDUCT

Includes either a deliberate act or failure to act that causes or results in loss, damage, or destruction of Government property. (FAR 52.245-5)

WORK-IN-PROCESS

Material that has been released to manufacturing, engineering, design or other services under the contract and includes undelivered manufactured parts, assemblies, and products, either complete or incomplete (FAR 45.501).



Safety and Health Plan

Section 3 – Statement of Safety and Health Policy

Logistics Civil Augmentation
Program (LOGCAP)

A. PURPOSE

To describe the Brown & Root Services (BRS) Health, Safety and Environmental (HSE) policy, principles, and objectives.

B. POLICY

BRS will ensure a safe, healthy and environmentally friendly work place for all Company employees and to those who work with the Company by continually reducing accidents, injuries, illnesses and environmental incidents.

C. PHILOSOPHY AND PERFORMANCE PRINCIPLES

1. Management believes safety can no longer be viewed as a priority that can be ranked in a vertical order of importance but must be looked upon as a value that is inherent in every part of our operation. Further, we believe our most important assets are the people who perform the work and nothing is more important than providing a safe and healthful environment in which to work.
2. In carrying out this policy, it is clear the only acceptable level of performance is to be **“Incident Free”** on all of our worksites each and every day. We believe that such performance is achievable with full commitment and diligent effort by each and every employee in the business unit.
3. Creation of an **“Incident Free”** environment within our business unit requires a thorough understanding and complete acceptance of the following principles:
 - a. Employee safety and health, as well as protection of the environment, **must be viewed as values we hold** that adhere to every facet of our operation. HSE **must not be viewed as a priority** that can be arranged in order of importance when others bring pressure to bear to place more importance on another aspect of our business.
 - b. HSE leadership creating an **“Incident Free”** business unit must exist independent of individual personalities or single objectives.
 - c. Only projects free from incidents and the resulting injuries or environmental damage can be expected to be consistently productive and profitable. The only acceptable performance is **“Incident Free”**.
 - d. Each and every employee must, regardless of position, accept and wholeheartedly execute their responsibility for HSE.
 - e. Through proper training, planning and compliance with state of the art HSE processes and practices, all accidents can be prevented.



Safety and Health Plan

Section 3 – Statement of Safety and Health Policy

Logistics Civil Augmentation
Program (LOGCAP)

- f. With proper planning and foresight, all project hazards can be eliminated before an accident can occur.

D. OBJECTIVES

1. We will maintain a prevention-based process for HSE that results in the Company being the recognized leader in the safe engineering, construction, operation and maintenance of plants for all clients. Management recognized its responsibility for promoting the highest standards of HSE and is committed to developing and maintaining appropriate systems, procedures and plans to achieve the mission and objectives of this policy. Specifically, we are committed to the following objectives:
 - a. To continually reduce accidents, injuries, illnesses and environmental incidents with a goal of being incident and injury free and set meaningful HSE performance targets that are measurable and monitor progress against these goals for continuous improvement.
 - b. To be a recognized leader in HSE performance, both in our work place, in plant design, by our clients, the general public, and applicable government agencies.
 - c. To encourage a sense of public spiritedness in regard to the environment, in our employees, clients, subcontractors, and suppliers.
2. The Company will comply with all HSE laws and regulations and will manage environmental performance in a manner similar to our health and safety performance. To ensure employee HSE performance in all areas of operations, management at every level is committed to the following actions:
 - a. Provide sufficient resources and training where required to ensure a high level of HSE performance and to foster HSE awareness and responsibility.
 - b. Make HSE excellence an uncompromising value in the design, construction, operations/maintenance, and management of our projects.
 - c. Support efficient development and use of natural resources and practice conservation of these resources.
3. Management, staff and supervisory personnel set the stage for “**Incident Free**” performance by their commitment and way of being about safety.
 - a. Personnel in these positions must be accountable for uncompromising support of the process and must never present any circumstance as an exception to their commitment.
 - b. Personnel in these positions shall go out of their way to acknowledge positive performance, to find potential for process improvements, to elicit feedback on the safety process for each and



Brown & Root Services
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Safety and Health Plan

Section 3 – Statement of Safety and Health Policy

Logistics Civil Augmentation
Program (LOGCAP)

every employee and to ensure the dignity and respect of each and every employee are not compromised.

- c. By enthusiastic support and implementation of this policy, an environment can be created in which all accidents can be prevented and our goal of **“Incident Free”** is a daily reality.

BRS HR Processing Procedures

Staffing and Sourcing

- Advertising: Run appropriate ads to cater to the positions (See staffing plan)
- Career Fairs: Schedule and attend appropriate Career fairs (See staffing plan)
- Networking: Establish appropriate networks to be able to attract passive candidates.

Processing Resumes

- 1) Receive resumes via: fax, e-mail, or mail
- 2) Recruiter/HR will review and Classify resume by its job family/title
- 3) File resume by job family/title by HR

Notice to Process/Rough Order of Magnitude

- 1) When a notice to proceed is approved by the client the recruiter will identify candidates from what the Rough Order of Magnitude has approved.
- 2) Recruiter will review/evaluate candidates skill sets against the ROM
- 3) The Recruiter will interview the Candidate to confirm:
 - a) Skill set
 - b) Make sure the candidate meets the minimal qualifications
 - c) Check for certifications
 - d) Get letter of recommendations
 - e) Verify references
 - f) Check transcripts of military history/DD214
- The Recruiter will go over Salaries, uplifts, benefits, scope of work, and terms their Contract.
- 4) Recruiter then should give his/her Candidate recommendations to hiring authority
- 5) Hiring Manager has the option of making a hiring decision based on Recruiters recommendations or asks for a second interview.
- 6) When hiring Manger makes a decision on Candidate selection the Recruiter will notify the Candidates. All Candidates that were not selected will be recycled back into the resume pool.
- 7) Recruiter will fill our Personnel data sheet for selected Candidates and start a personnel folder on the Candidate.

Pre- Houston Process information and Arrangements

- 1) HR will contact Halliburton travel to make travel arrangements for the Candidate to Houston and designated country. Halliburton travel agent number is provided on contact number sheet
- 2) HR will then get confirmation on the travel itinerary and send to Candidate, HR in the designated country, and put in folder
- 3) HR will contact Greenspoint Marriott representative to make hotel arrangement for Candidates. Additionally HR will receive a confirmation for the Reservation from Greenspoint Marriott hotel representative and put it in Candidates folder. Greens Point Marriott representative an phone number is located on contact number sheet
- 4) HR will arrange for Ground transportation through action rentals or other means. Contact number to be provided on contact sheet
- 5) Complete the request for Military DEERS badge and send it to?
- 6) Fax or E-mail the request for Medical screening to Jeanne Sander or Josh Houston
- 7) Inform Corporate Security we will need a security briefing for designated country
- 8) Inform Employee relations that we will need a Sexual harassment briefing for all Candidates

DAY ONE FOR PROCESSING

Day one ALL Candidates will arrive in Houston and will attend a Welcome aboard meeting put on by a designated HR Rep.

- This Welcome aboard meeting will include but not limit to the follow subjects and events
- Scope of Work for the Project
- Mission
- Expectations of the Employees while in Houston and on the project sight
- They will be given their medical packet (Medical packets MUST be filled out before they report to Medical) and personnel packet
- Itinerary for processing will be issued

DAY TWO

All Candidates will be picked up by ground transportation and taken to bldg 19 Clinton Drive for Medical Processing

(If group is big enough lunch will be provided for them at bldg 19)

After medical screening is completed at BLDG 19 candidate will take ground transportation to OCCUCARE for a chest x-ray and if required, a HIV test.

After Medical Screening is completed ground transportation will take all Candidates back to the hotel.

DAY THREE

Day three ground transportation will pick up all Candidates to take them to get their ID's done. Candidates must have their DD-1172-2 (DEERS BADGE) form with them to get their Military IDs.

DEERS badges will be processed at the Army Reserve center off of old Spanish trail. Candidates must present a form of ID and the DD-1172 to the gate guard

Candidate will then proceed to badging station and report to XXXXXXXX

After DEERS badging is completed, Candidates will go to the Micky Leeland Federal building to get passports or Passports updated. They will report with Passport information.

After passports are completed, candidates will then take ground transportation to Clinton Dr. to turn in DEERS badge to HR Rep

Break for lunch

After lunch Candidates will then be required to go through Sexual harassment/EEO , Security, and benefits briefings.

- Security briefing will be done by Corporate Security (see contact sheet)
- Sexual Harassment/EEO will be done by Employee Relations(see contact sheet)
- Benefits will be done by Cigna (see contact sheet)

After briefings are completed all Candidates will fill our pre-employment packet with an HR Rep. Once HR rep has all completed packets Candidates can take ground transportation back to the Hotel.

DAY FOUR

1) Safety Briefings will be given HSE personnel or HR Rep: Contact Kevin Rice to schedule safety briefing. See contact list

2) Procurement issues Safety Gear and any other site or Position specific gear. Don Gavin is the Procurement point of contact. See Contact list

Hand out travel paperwork and Identification needed for travel:

- Passports
- Military ID Travel Orders
- HIV results (If needed depending on contract)
- Cash Advance (If needed)

- Copy on Contract
- Addendum: The Addendum must be signed and returned to an HR Rep.

Employee will then take Marriott ground transportation to Airport to depart for designated country. BRS will reimburse all Candidates for excess luggage up to but not exceeding 40 lbs



Brown & Root Services

LOGCAP

QUALITY ASSURANCE PLAN

Contract Number: DAAA09-02-D-0007

BRS Proprietary Data-Source Selection Information-See FAR 3.104

NOTE: In addition to protection under Federal Acquisition Regulation 3.104, this document contains information which may be withheld from the public because disclosure would cause a foreseeable harm to an interest protected by one or more Exemptions of the Freedom of Information Act, 5 USC Section 552. Furthermore, it is requested that any Government entity receiving this information act in accordance with DoD 5400.7-R, and consider this information as being for official use only (FOUO), and mark, handle and store this information so as to prevent unauthorized access.

KBR Proprietary Data-Source Selection Information-See FAR 3.104

Use subject to the restrictions on the title page.

QUALITY ASSURANCE PLAN

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ENCLOSURES

1. Quality Audit/Inspection Report
2. Example-Corrective Measurements Implementation Plan (CMIP) Closed Loop Process
3. CMIP Nonconformance Log
4. Quality Completion Report
5. Example-Customer Survey Form

KBR Proprietary Data-Source Selection Information-See FAR 3.104

Use subject to the restrictions on the title page.

Introduction

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2.0 Purpose

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3.0 Definitions

AO	Area of Operations
AOR	Area of Responsibility
KBR	Kellogg Brown and Root Government Operations
FAM	Functional Area Manager
FAR	Federal Acquisition Regulations
PGM	Project General Manager (located in Houston, Texas)
PM	Project Manager (may be Country Manager)
QA/QC	Quality Assurance/Quality Control
QAR	Quality Assurance Representative
QM	KBR Quality Manager (may be Country or Site Quality Manager)

4.0 Applicability

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4.1 **Applicable Contract Requirements**

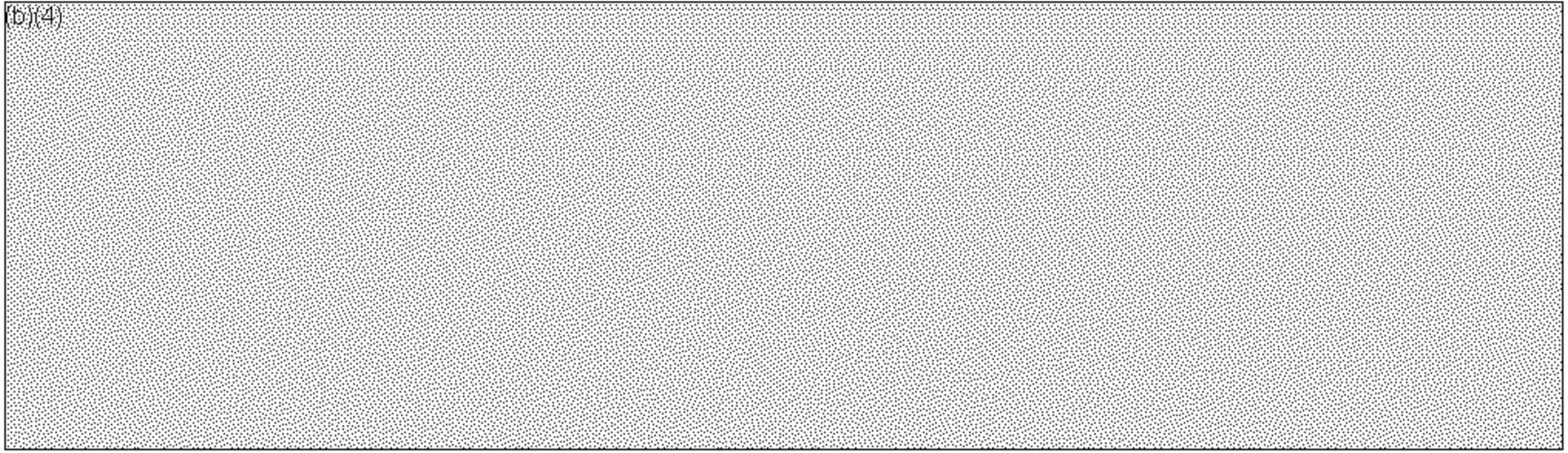
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4.2 **Applicable Counterparts/Relationships**

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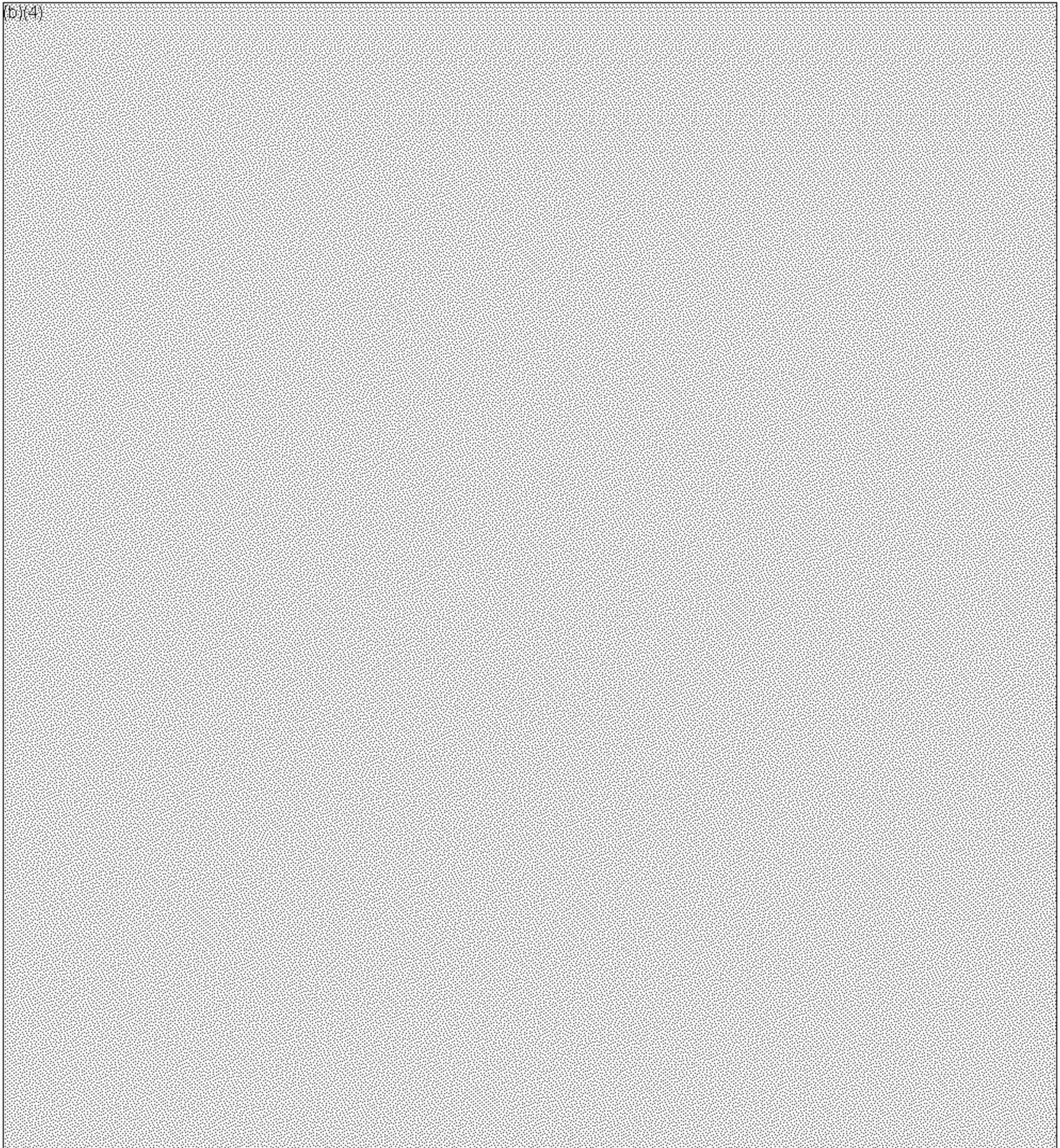
5.0 Objective

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6.0 KBR Commitment to Quality Performance

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6.
7.

7.0 Responsibilities

7.1 Project General Manager (PGM)

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7.2 Project Manager (PM)

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7.3 Country/ Site Quality Manager (QM)

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7.4 KBR Quality Assurance Representative (QAR)

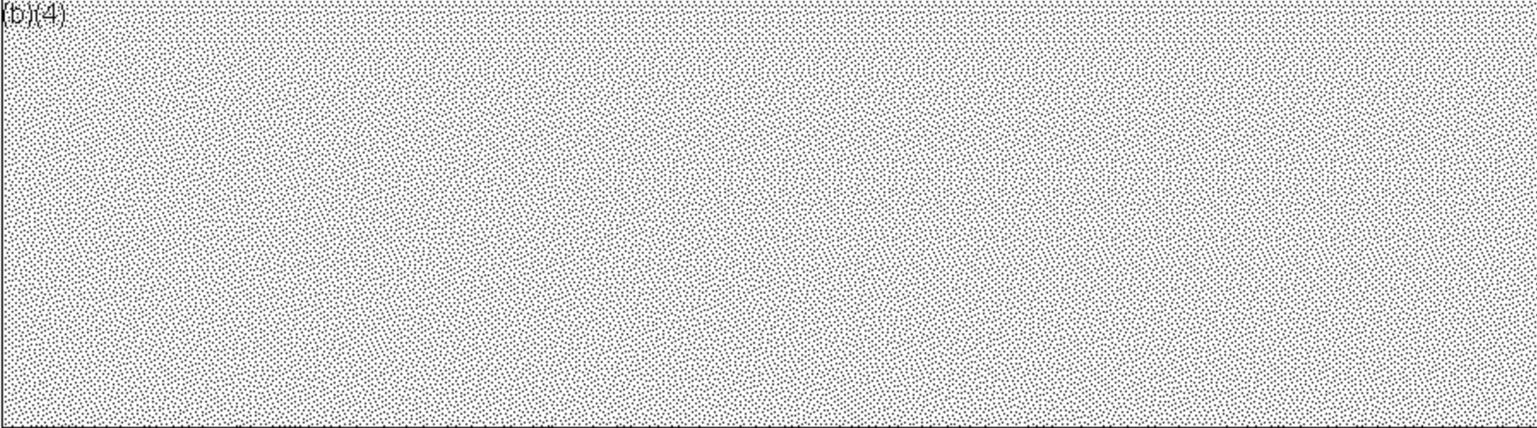
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7.5 Functional Area Manager (FAM)

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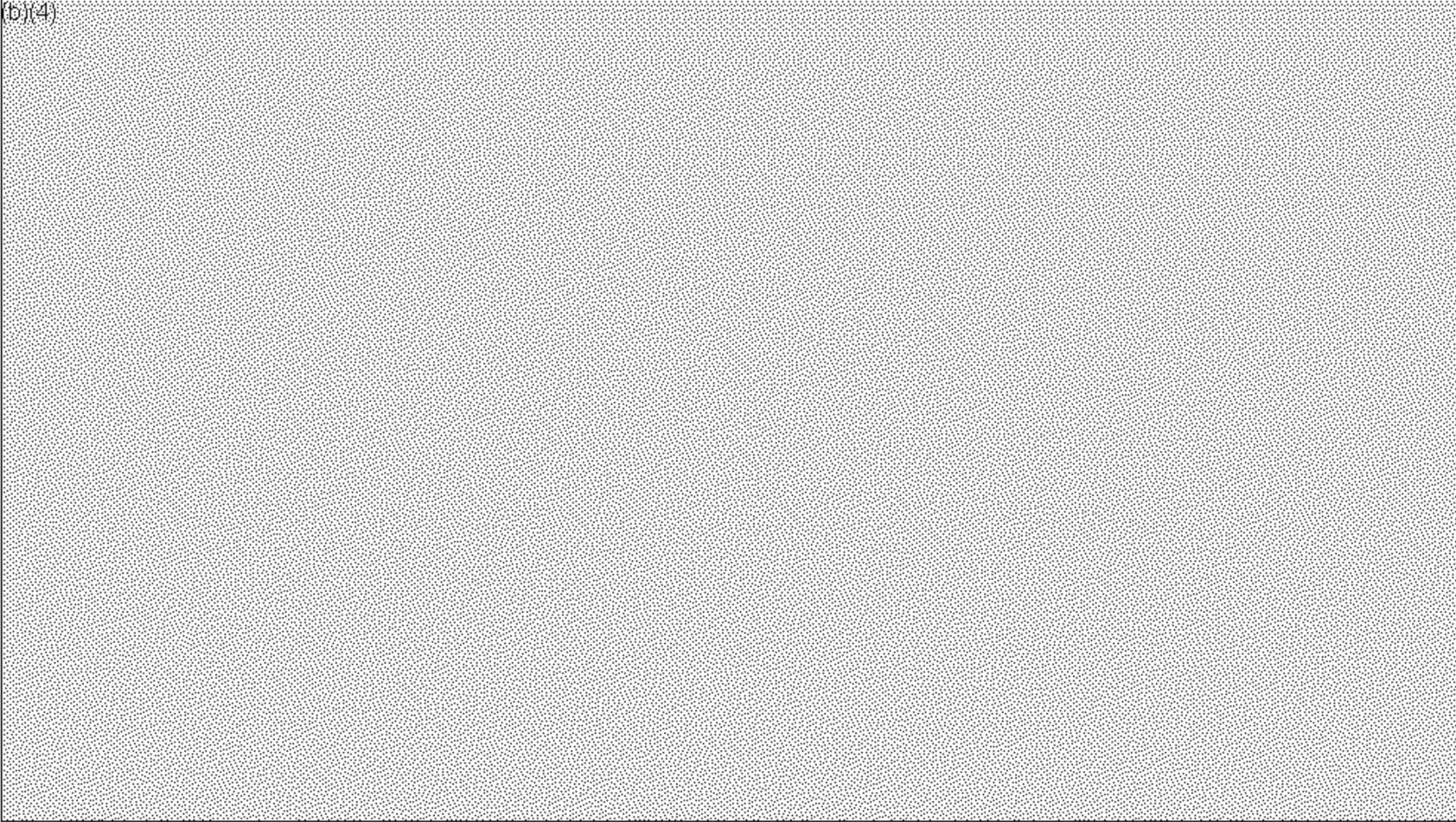
7.6 Subcontractor(s)

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8.0 Standard Operating Procedures (SOP)

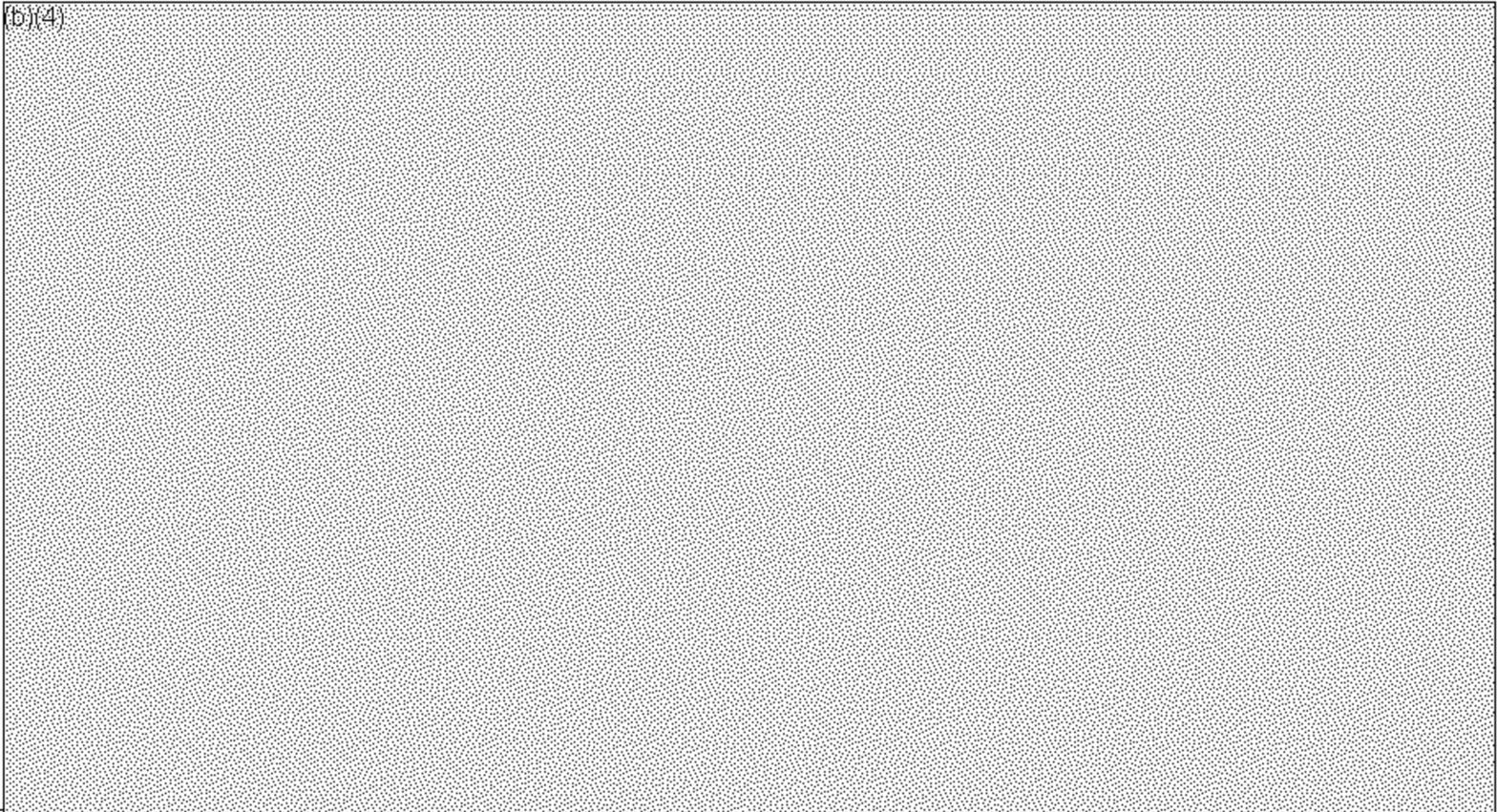
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9.0 Procedures

9.1 Audit/Inspection(s)

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9.2 Audit/Inspection/Acceptance Procedures

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9.3 Documentation

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9.4 Quality Report/Log(s)

- 9.4.1 (b)(4)
- 9.4.2

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9.4.3

9.4.4

9.5 **Customer Feedback**

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9.6 **Testing**

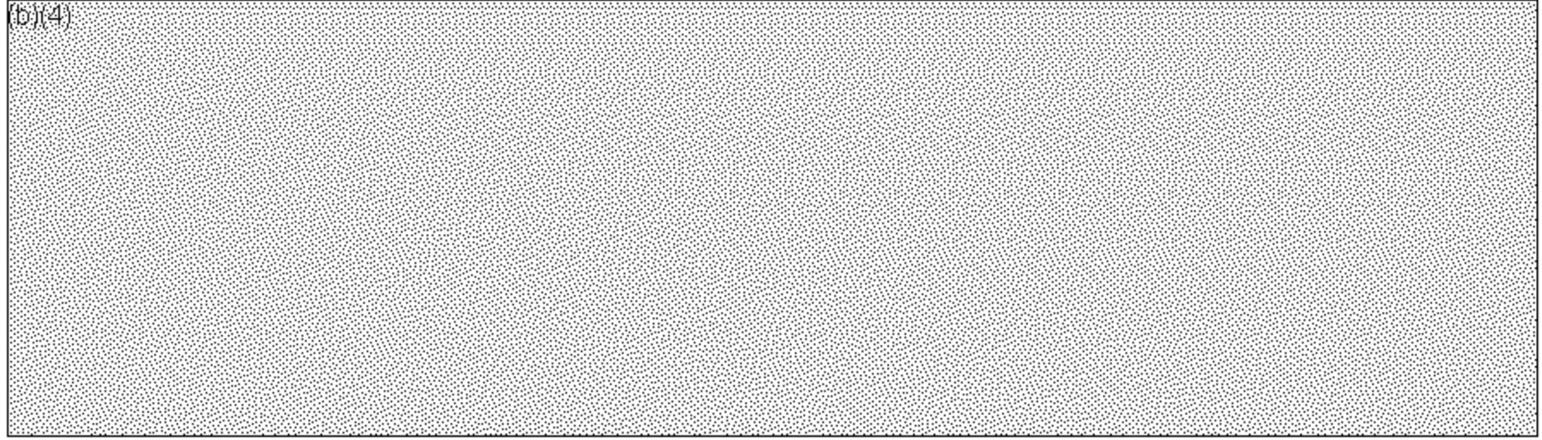
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9.7 **Calibration**

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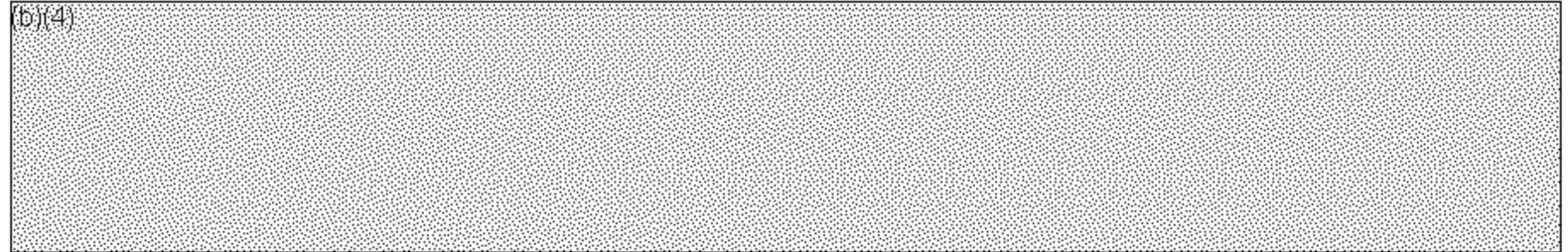
9.8 **Project Acceptance**

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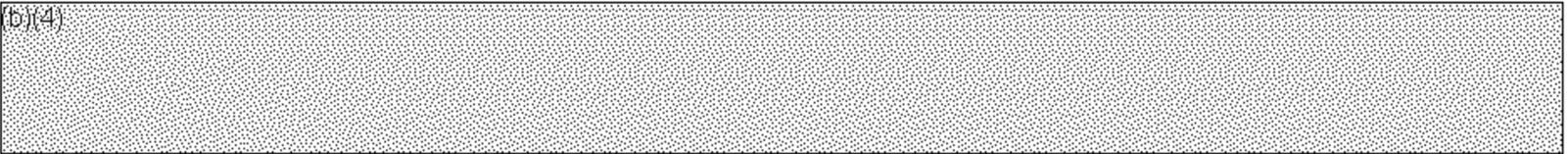
9.9 **Subcontractor/Supplier Quality**

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9.10 **Quality Procedures and Plans**

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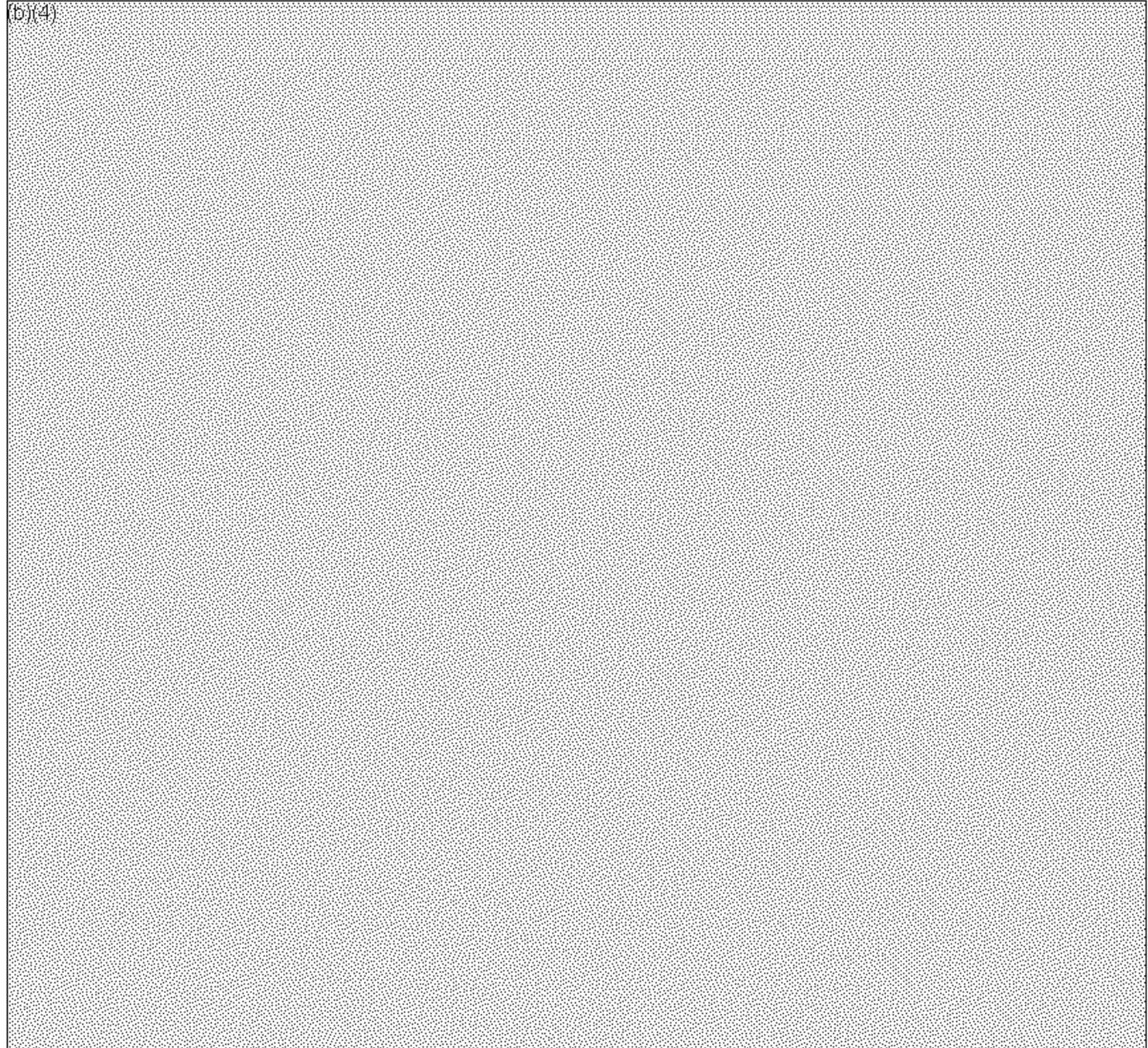


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9.11 Quality Improvement

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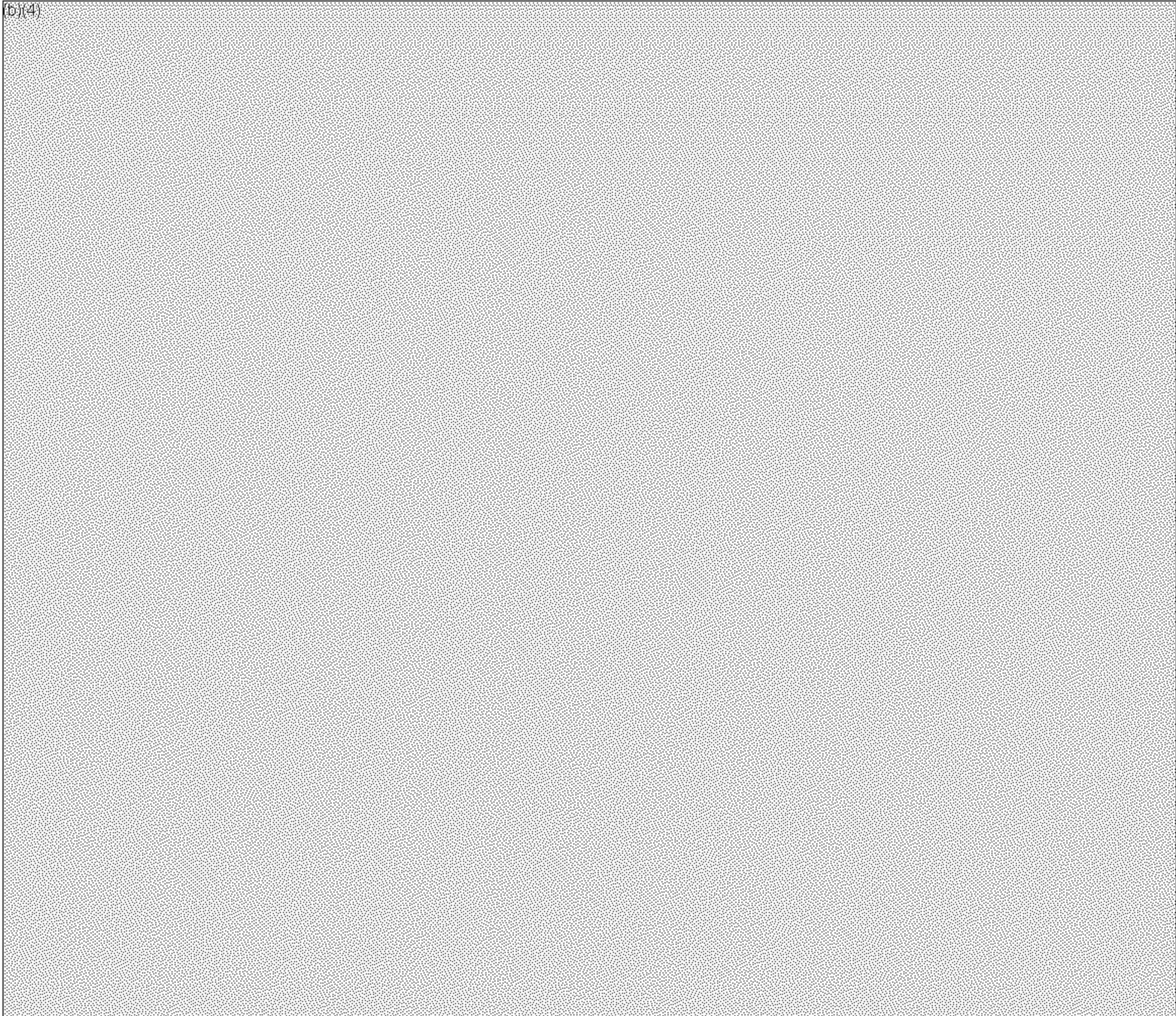
9.12 Customer Relations

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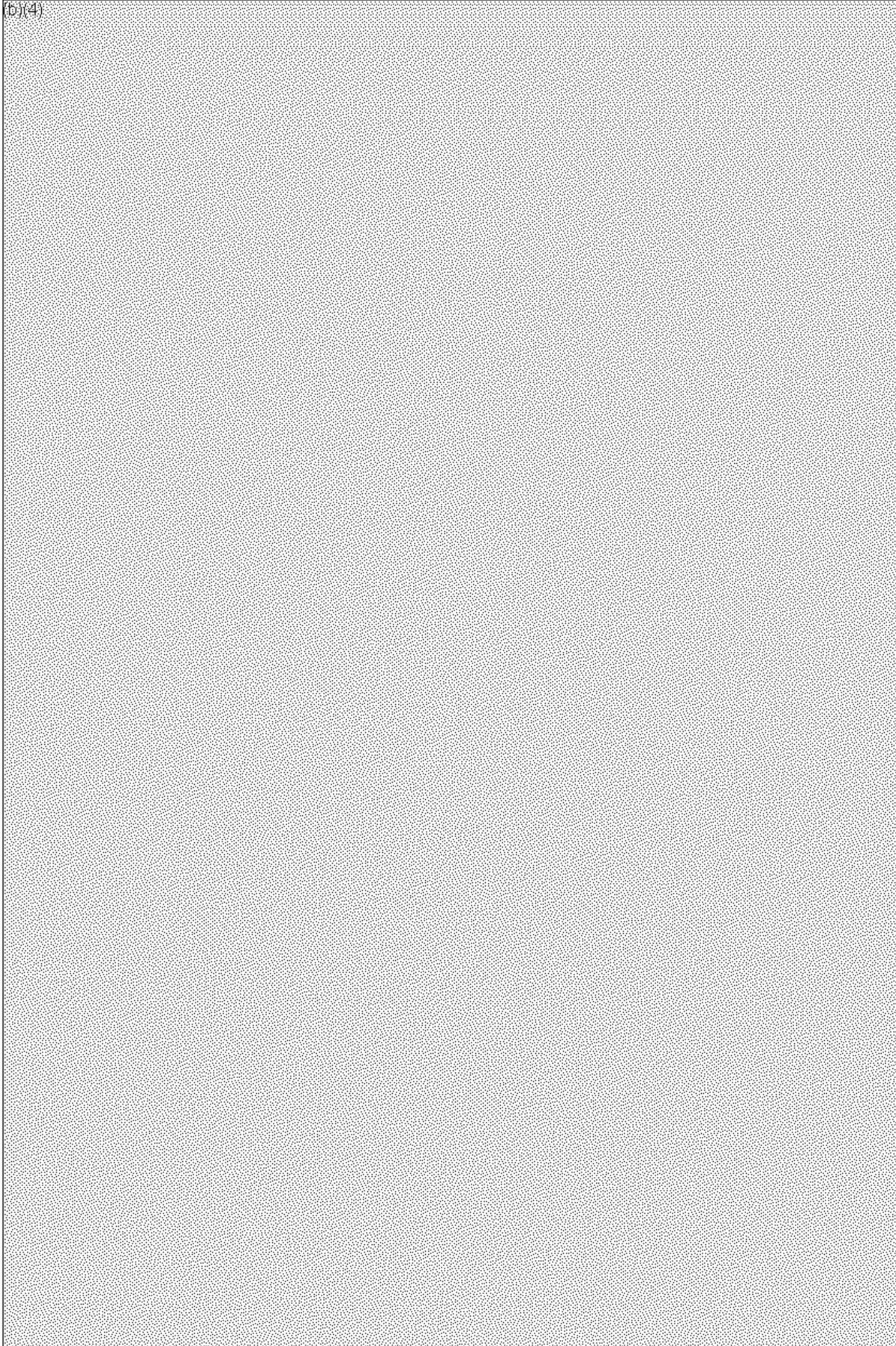
LOGCAP			CONTRACT NO: DAAA09-02-D-0007
QUALITY AUDIT/INSPECTION REPORT			CMIP NO:
KBR AUDITOR/ INSPECTOR:	APPROVAL:	DATE/TIME:	PAGE ___ OF ___

FUNCTIONAL AREA & LOCATION:

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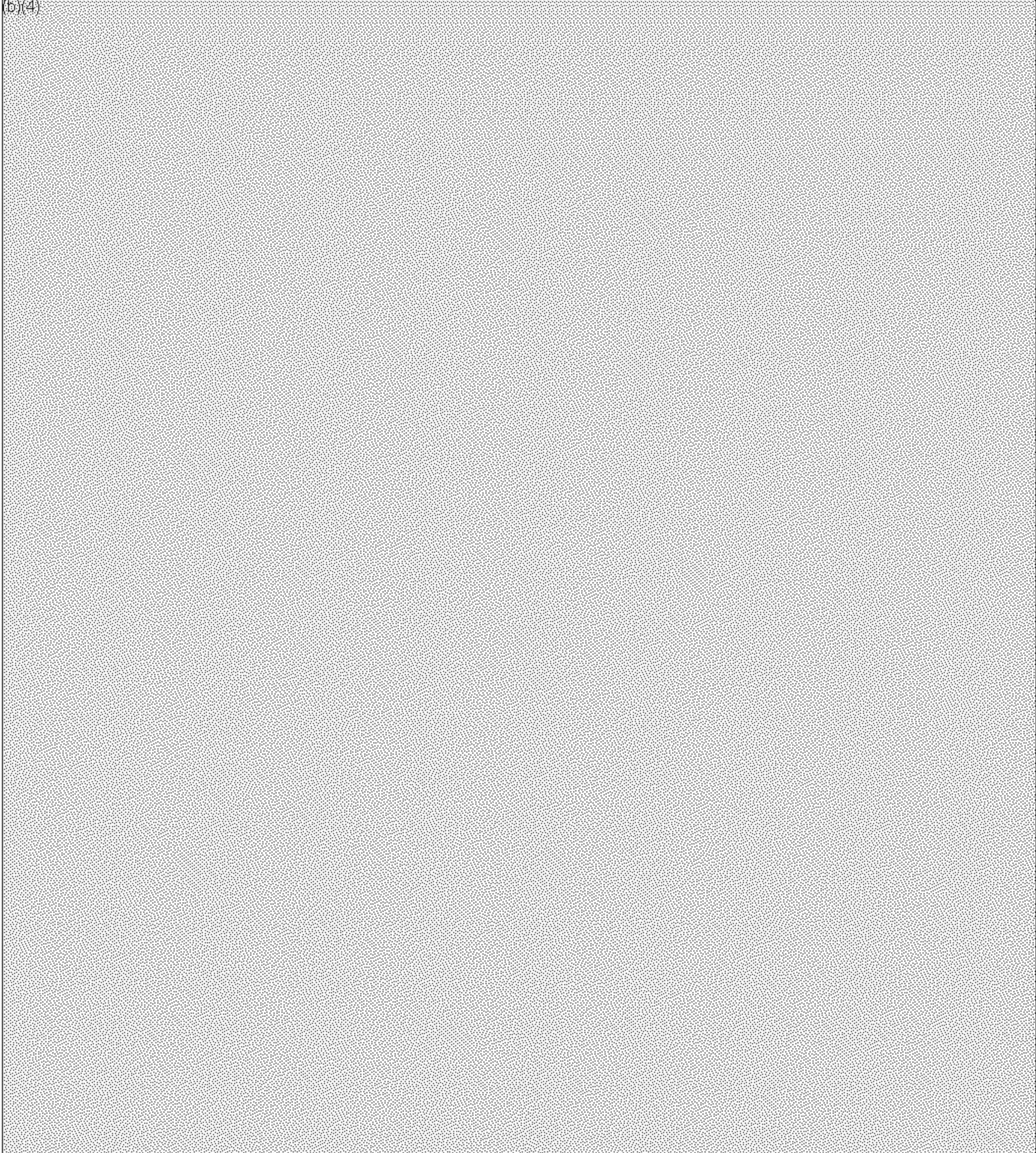
CMIP Closed Loop Process



LOGCAP

Quality Completion Report

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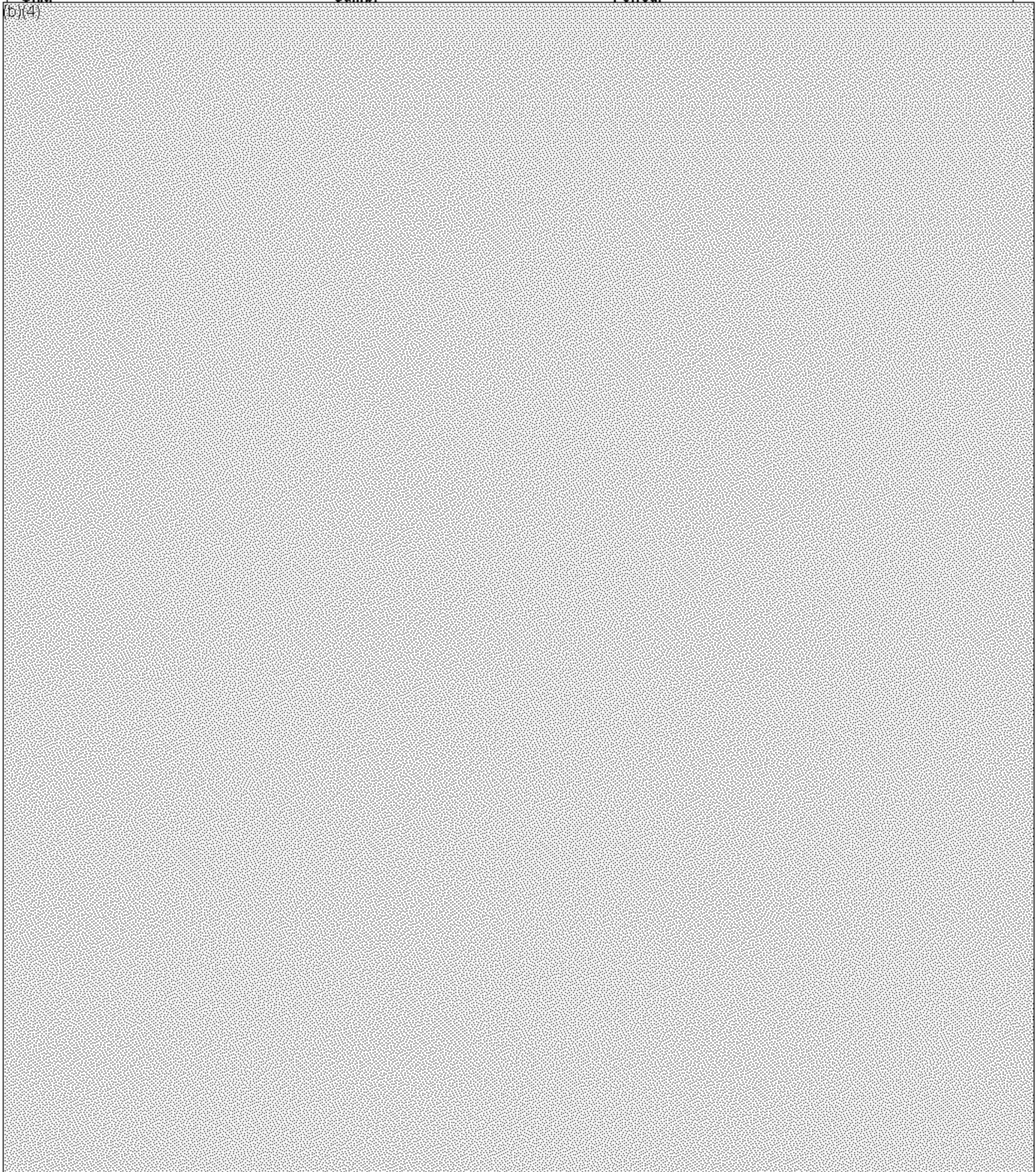


HALLIBURTON KBR

Additional Comments and Suggestions are Appreciated (please attach)

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Unit:	Camp:	Period:

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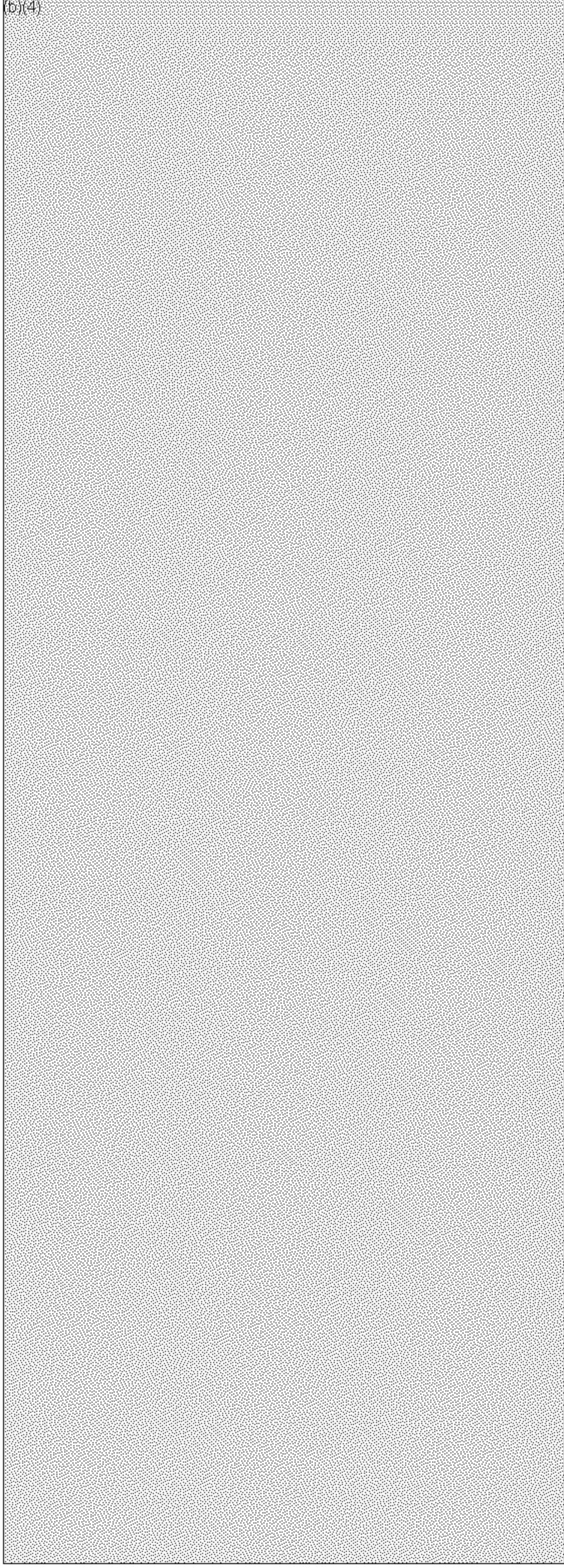


QUALITY ASSURANCE PLAN

Example

Enclosure 5

<p>LOGCAP</p>	<p>CORRECTIVE MEASURES IMPLEMENTATION PLAN (CMIP) NONCONFORMANCE LOG</p>
<p>CONTRACT NUMBER: DAAA09-02-D-0007</p>	<p>PAGE ___ OF ___</p>



KBR Proprietary Data-Source Selection Information-See FAR 3.104

Use subject to the restrictions on the title page.

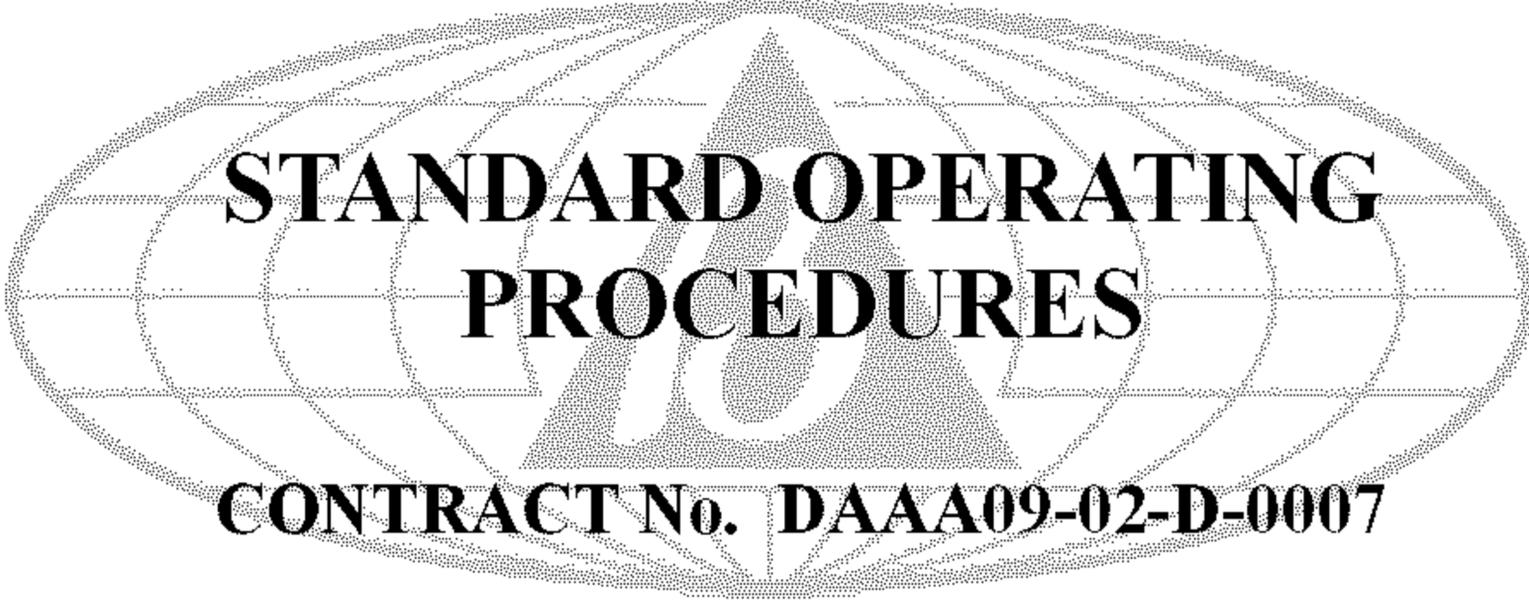


Logistics Civil Augmentation Program (LOGCAP)
CONTINGENCY SUPPORT PLAN

**APPENDIX 7 (BRS PLANS, PROGRAMS, POLICIES, AND PROCEDURES) to
ANNEX N (INTERNAL OPERATING PROCEDURES) to LOGCAP CSP**

Published Separately

Brown & Root Services



STANDARD OPERATING PROCEDURES

CONTRACT No. DAAA09-02-D-0007

Book 2

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Glossary of Terms

1.0 PURPOSE AND SCOPE

To define the terms used in the Security Policies and Procedures.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 DEFINITIONS

- 3.1 Access — The ability and opportunity to obtain knowledge of classified information. An individual may have access to classified information by being in a place where such information is kept provided the security measures in effect do not prevent him from doing so.
- 3.2 Accountable Classified Material — Classified material for which control and accounting records must be maintained by the Document Control Center indicating receipt, reproduction, current location and/or disposition for each item, and supported by a continuous internal receipting system. This includes all TOP SECRET material as well as SECRET and CONFIDENTIAL Requests for Proposal (RFP) and Requests for Quote (RFQ) specifying return to originator requirements.
- 3.3 Adverse Information — Information which reflects adversely upon the integrity or general character of an employee; or which indicates that the employee's ability to safeguard classified information may be impaired because of the questionable conduct. Examples of adverse information, based on incidents that occur within or outside the company, and which should be reported to the Facility Security Officer include: criminal activities, treatment for mental or emotional disorders, excessive use of intoxicants, use of illegal controlled substances such as marijuana, heroin, cocaine, hashish, etc., and excessive indebtedness or recurring financial difficulties. These examples are not all inclusive.
- 3.4 AIS Security — The combination of security safeguards required to provide an acceptable level of protection for an Automated Information System and the classified data processed on that system. Safeguards encompass: all hardware/software functions, accountability control, operational and access control procedures, and physical security measures.

Glossary of Terms

- 3.5 Application Software — Computer software program(s) specifically designed to produce usable products or services. (e.g. inventory control system). Differs from Systems Software which encompasses operating system software and other routines used in an automated information system.
- 3.6 Authorized Person — An individual who has a “need-to-know” about certain classified information and is properly cleared to receive the information. Responsibility for determining whether an individual’s duties require possession or access to classified information, and whether the individual is authorized to receive it, rests upon the individual who has possession, knowledge, or control of the information involved, and not upon the prospective recipient.
- 3.7 Automated Information System (AIS) — An assembly of computer hardware, software, and firmware configured for the purpose of automating the function of calculating, sequencing, storing, retrieving, displaying, communicating or otherwise manipulating data, information and textual material.
- 3.8 Classification Guides — Guidance issued by an authorized original classifier that prescribes the level of classification and appropriate declassification instructions for specific information to be classified on a derivative basis. Classification guides are normally provided in the form of a Contract Security Classification Specification.”
- 3.9 Classification Management — That function of the Security Organization that is the internal point of contact on all matters relating to the proper assignment of security classification(s) to national security information.
- 3.10 Classified Contract — Any contract that requires, or will require, access to classified information for its performance. A contract may be classified even though the contract document is not classified.
- 3.11 Classified Draft Material — Working Paper(s) refers to handwritten, typed, printed or otherwise produced manuscripts, reproduced excerpts, computer printouts, magnetic tapes, sketches, drawings, illustrations, and artwork that are needed in the production of an item and which contain classified material.

Glossary of Terms

- 3.12 Classified Hardware — Bulky classified material, apparatus or machinery, which require, because of physical characteristics or makeup, special procedures for handling and storage.
- 3.13 Classified Information — See “National Security Information,” “Restricted Data,” and “Formerly Restricted Data.”
- 3.14 Classified Material — Any document, product, or substance on, or in which classified information may be recorded or embodied and which requires protection in the interests of national defense, (e.g., books, papers, reports, correspondence, memoranda, charts, maps, photographs, drawings, sketches, sound or voice recordings, photographic negatives, slides, exposed still or movie films, etc.).
- 3.15 Classified Material Storage Container — There are two types, either of which must be approved by the Facility Security Officer prior to being placed in use.
- 3.15.1 A multiple-drawer container with a changeable, built-in, dial-type combination locking device and a General Services Administration (GSA) approved label affixed to the locking drawer.
- 3.15.2 A steel file cabinet with an affixed steel bar, secured by an approved three-position dial-type, changeable combination padlock.
- 3.16 Classified Procurement — Any request for proposal pricing information, advance procurement action, subcontract or purchase order in which access to classified information will, or may be required, during the consummation of the procurement effort.
- 3.17 Classified Waste Material — All incomplete material of a classified nature, e.g. stenographic notes, worksheets, and similar material. Pending destruction, classified waste must be marked and safeguarded according to its classification.
- 3.18 Classified Information Procedures Act — A law passed by Congress that provides a mechanism for the courts to determine what classified information the defense counsel can access during criminal proceedings.

Glossary of Terms

- 3.19 Classifier — An individual who makes a classification determination and applies a security classification to information or material. A classifier may be a classification authority or may derivatively assign a security classification based on a properly classified source or a classification guide. Within this context, the company may apply security classification based upon classified source material or a Contract Security Classification Specification.
- 3.20 Clearance — A term used to denote an administrative decision by the government that an individual is eligible for access to classified information of a certain category (and all lower categories).
- 3.21 Closed Area — A controlled area established to safeguard classified material which, because of its size or nature, cannot be adequately protected while in use or be stored in a security container during non-working hours.
- 3.22 Cognizant Security Agency — Agencies of the Executive Branch that have been authorized by E.O. 12829 to establish an industrial security program for the purpose of safeguarding classified information under the jurisdiction of those agencies when disclosed or released to U.S. Industry. These agencies are: The Department of Defense, the Department of Energy, the Central Intelligence Agency, and the Nuclear Regulatory Commission. The Secretary of Defense (SECDEF) has been designated as Executive Agent for the NISP. Heads of the Executive Branches are required to enter into agreements with the SECDEF that establish the terms of the SECDEF's responsibilities on behalf of these agency heads for administration of industrial security on their behalf.
- 3.23 Cognizant Security Office — The office or offices delegated by the Head of a Cognizant Security Agency to administer industrial security in a contractor's facility on behalf of the agency.
- 3.24 Communications Intelligence — Technical and intelligence information derived from foreign communications by other than the intended recipient.
- 3.25 Communications Security (COMSEC) — COMSEC refers to protective measures taken to deny unauthorized persons information derived from U.S. government telecommunications relating to national security and to ensure the authenticity of such communications.

Glossary of Terms

- 3.26 Company — Includes the Officers, Directors, Executive Personnel and all other employees.
- 3.27 Compromise — The disclosure of classified information to unauthorized persons.
- 3.28 Compromising Emanations — Unintentionally transmitted intelligence-bearing electronic signals which, if intercepted and analyzed, disclose national security information transmitted, received, handled or otherwise processed by any information-processing equipment (see TEMPEST).
- 3.29 Computer Facility — Comprised of one or more Automated Information Systems (AIS) within a single area.
- 3.30 Computer Hardware — Any physical equipment or device used in the configuration and operation of an Automated Information System (AIS). All of the physical components of an AIS – the mainframe housing the CPU, the peripheral devices and cables connecting the system – are collectively referred to as hardware.
- 3.31 Confidential Information — See paragraph 3.73.3
- 3.32 Consultant — A person who is contracted to perform professional or technical services and who in the performance of those services will require access to classified information.
- 3.33 Continental Limits of the United States — United States territory, including the adjacent territorial waters, located within the North American continent between Canada and Mexico.
- 3.34 Contracting Officer — A designated officer or civilian employee of any government agency with the authority to enter into and administer contracts and make determinations and findings with respect to those contracts. This authority may be delegated to a duly authorized representative and, for the purposes of Security Policies and Procedures, reference to the Contracting Officer shall imply reference to his representative as well.
- 3.35 Contractor — Any industrial, educational, commercial, or other entity that has been granted an facility security clearance by a Cognizant Security Agency.
-

Glossary of Terms

- 3.36 Control Number — Numerals, letters, and symbols used to identify classified material over which the company maintains control in accordance with government requirements.
- 3.37 Courier — An authorized person designated by the Facility Security Officer to carry classified material to other companies or government agencies.
- 3.38 Critical Nuclear Weapon Design Information (CNWDI) — CNWDI is the TOP SECRET Restricted Data or SECRET Restricted Data revealing the theory of operation or design of the components of a thermonuclear or implosion-type fission bomb, warhead, demolition munitions or test device.
- 3.39 CRYPTO — CRYPTO is a marking or a designator identifying all COMSEC keying material that is used to secure or authenticate telecommunications carrying classified, or sensitive but unclassified, government or government derived information, the loss of which could adversely affect the national security interest. This CRYPTO marking also identifies COMSEC equipment and/or computer software containing operational keying variables.
- 3.40 Custodian — Authorized and properly cleared personnel who possess classified material for work and/or storage in their own area. These individuals are accountable for all classified documentation in their possession.
- 3.41 Declassification — The determination that classified information no longer requires, in the interest of national security any degree of protection against unauthorized disclosure, together with a removal or cancellation of the classification designations.
- 3.42 Department of Defense — Office of the Secretary of Defense (including all boards, councils, staff and commands), Department of Defense agencies, and the Departments of the Army, Navy and Air Force (including all their activities).

Glossary of Terms

- 3.43 Document — Any recorded information regardless of its physical form or characteristics, including, without limitation, written or printed matter, and tapes, maps, charts, paintings, drawings, engravings, sketches, working notes and papers, reproductions of such things by any means or process, and sound, voice, magnetic or electronic recordings in any form.
- 3.44 Document Control Center — A central control station established to record the receipt, distribution, reproduction, transfer, downgrading, incorporation, dispatch and destruction of classified material.
- 3.45 Downgrade — A determination that classified information requires, in the interest of national security, a lower degree of protection against unauthorized disclosure than currently provided, together with a change of the classification designations to reflect such lower degree of protection.
- 3.46 Embedded System — An automated information system that performs or controls a function, either in whole or in part, as an integral element of a larger system or subsystem such as, ground support equipment, flight simulators, engine test stands, or fire control systems.
- 3.47 Emergency Condition — A situation which has arisen as the result of a fire, flood, earthquake, civil disaster, bomb threat, or civil disturbance.
- 3.48 Escort — A cleared employee, designated by the contractor, who accompanies a shipment of classified material to its destination. The classified material does not remain in the personal possession of the escort but the conveyance in which the material is transported remains under the constant observation and control of the escort.
- 3.49 Executive Personnel — Those individuals in managerial positions, other than owners, officers, or directors, who administer the operations of the facility.
- 3.50 Facility Security Clearance — An administrative determination by the government that a facility is eligible for access to classified information of a certain category (and all lower categories). The clearance does not automatically cover all buildings belonging to, or being used by the company.

Glossary of Terms

- 3.51 Facility Security Officer (FSO) — A cleared contractor representative who is a U.S. citizen and is assigned responsibility for directing the company's National Industrial Security Program. The FSO, including his/her subordinates are required to complete minimal security training as deemed appropriate by the government.
- 3.52 Firmware — A method of organizing control of an automated information system through the use of a micro-programmed structure in addition to, or rather than, software or hardware. Micro-programs are composed of micro-instructions, normally resident in read-only memory, to control the sequencing of computer circuits directly at the detailed level of the single machine instruction.
- 3.53 Foreign Government Information — Information that is (i) provided to the United States by a foreign government or governments, an international organization of governments, or any element thereof with the expectation, expressed or implied, that the information, the source of the information, or both, are to be held in confidence; or (ii) produced by the United States, by a joint arrangement with a foreign government or governments, or any element thereof, that requires the information, the arrangement, or both are to be held in confidence.
- 3.54 Foreign Interest — Any foreign government, agency of a foreign government, or representative of a foreign government; any form of business enterprise or legal entity organized, chartered or incorporated under the laws of any country other than the U.S. or its possessions and trust territories, and any person who is not a citizen or national of the United States.
- 3.55 Foreign Nationals — Any person who is not a citizen or national of the United States.
- 3.56 For Official Use Only (FOUO) — Information that has not been given a security classification pursuant to the criteria of an Executive Order, but which may be withheld from public disclosure under the criteria of the Freedom of Information Act.

Glossary of Terms

- 3.57 Formerly Restricted Data — Classified information jointly determined by the DoE and its predecessors and the DoD to be related primarily to the military utilization of atomic weapons and removed by the DoE from the Restricted Data category pursuant to section 142(d) of the Atomic Energy Act of 1954, as amended, and safeguarded as National Security Information, subject to the restrictions on transmission to other countries and regional defense organizations that apply to Restricted Data.
- 3.58 Government Contracting Activity — An element of an agency designated by the agency head and delegated broad authority regarding acquisition functions.
- 3.59 Graphic Arts — Facilities and individuals engaged in performing any consultation, service or the production of any component or end products which contribute to, or result in, the reproduction of classified information. Regardless of trade names or specialized processes, it includes writing, illustrating, advertising services, copy preparation, all methods of printing, finished services, duplicating, photo-copying and film processing activities.
- 3.60 Home Office Facility (HOF) — The headquarters facility of a multiple facility organization.
- 3.61 Industrial Security — That portion of information security which is concerned with the protection of classified information entrusted to U.S. industry.
- 3.62 Information Processing Equipment — Any equipment or device which electro-mechanically or electronically processes, reproduces, converts, or otherwise manipulates any form of information. The following equipment is typical: electric typewriters, reproduction copiers, word processors, composing and editing equipment, video displays, automated data processors and telecommunications equipment and systems; including teletype, facsimile and cryptographic equipment, all interfaces, power sources and interconnecting paths which are part of the system or equipment.

Glossary of Terms

- 3.63 Information Security — The result of any system of administrative policies and procedures for identifying, controlling, and protecting from unauthorized disclosure, information the protection of which is authorized by executive order.
- 3.64 Information System Security Representative (ISSR) — Contractor security representative responsible for the implementation of automated information system (AIS) security, and operational compliance with the documented security measures and controls at the contractor's facility.
- 3.65 Intelligence — Intelligence is the product resulting from the collection, evaluation, analysis, integration, and interpretation of all available information, that concerns one or more aspects of foreign nations or of areas of foreign operations, and that is immediately or potentially significant to military planning and operations.
- 3.66 Intelligence Information — Information that is under the jurisdiction and control of the Director of Central Intelligence or a member of the Intelligence Community.
- 3.67 Inventory — A physical sighting of each accountable classified document held by an employee, consultant, or resident visitor. Inventories may be conducted by the document custodian, an authorized agent, a security organization representative, or a government security representative, for the purpose of verifying precise accountability for each classified item recorded to the individual.
- 3.68 Letter of Consent (LOC) — The form used by the Cognizant Security Agency to notify a contractor that a personnel security clearance or a Limited Access Authorization has been granted to an employee.
- 3.69 Limited Access Authorization (LAA) — Security clearance authorization to CONFIDENTIAL or SECRET information granted to non-U.S. citizens who require such limited access in the course of their work.
- 3.70 Multiple Facility Organization (MFO) — A legal entity (sole proprietorship, partnership, corporation, association or trust) that is comprised of two or more facilities.

Glossary of Terms

- 3.71 National of the United States — A national of the United States is: (i) A citizen of the United States, or, (ii) A person who, though not a citizen of the United States, owes permanent allegiance to the United States.
- 3.72 National Security — The national defense and foreign relations of the United States.
- 3.73 National Security Information — Information that has been determined under Executive Order 12356 or prior orders to require protection against unauthorized disclosure and is so designated.
- 3.73.1 TOP SECRET — The designation assigned to national security information or material, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security.
- 3.73.2 SECRET — The designation assigned to national security information or material, the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security.
- 3.73.3 CONFIDENTIAL — The designation assigned to national security information or material, the unauthorized disclosure of which could reasonably be expected to cause damage to the national security.
- 3.74 NATO Information — Information bearing NATO markings, indicating the information is the property of NATO, access to which is limited to representatives of NATO and its member nations unless proper NATO authority has been obtained to release outside NATO.
- 3.75 Need-to-Know — A determination that a prospective recipient of classified information, in the interests of national security, has a clearance and a requirement for access to, knowledge of, or possession of the classified information in order to perform tasks or services essential to the fulfillment of a classified contract.

Glossary of Terms

- 3.76 Network — An Automated Security System term meaning a network composed of a communications medium and all components attached to that medium whose responsibility is the transference of information. Such components may include AISs, packet switches, telecommunications controllers, key distribution centers, and technical control devices.
- 3.77 No-Bid — A decision by management not to submit a bid (Proposal) in response to a Request for Proposal (RFP), or Request for Quotation (RFQ), or when the RFP/RFQ is withdrawn by the Contracting Officer prior to the submission of a proposal.
- 3.78 Non-Accountable Classified Material — SECRET and CONFIDENTIAL material that does not require central accountability through the Document Control Center.
- 3.79 Not Releasable to Foreign Nationals (NOFORN) — No classified information is releasable to foreign nationals (see paragraph 3.55), including employees who possess Canadian or United Kingdom reciprocal clearances, without written approval of the concerned Cognizant Security Agency. Classified information released by the U. S. is released only on a government to government basis. Information which is categorized as classified and NOFORN is noted as such to insure understanding on the part of contractor employees.
- 3.80 Operating System — An integrated collection of computer programs that controls all resources of the automated information system, internally manages job flow through the computer, and plays a central role in assuring the secure operation of the system.
- 3.81 Operations Security (OPSEC) — A Department of Defense program aimed at safeguarding sensitive information, operations and activities which, if exploited by an adversary, would compromise U.S. intentions, military capabilities, and strategic plans.
- 3.82 OPSEC Indicators — Specific vulnerabilities and ways in which the Essential Elements of Friendly Information (EEFI), could be compromised or disclosed to an adversary.

Glossary of Terms

- 3.83 Possessions — U.S. Possessions are the Virgin Islands, Guam, American Samoa, Swains Island, Howland Island, Baker Island, Jarvis Island, Midway Islands (this consists of Sand Island and Eastern Island), Kingman Reef, Johnston Atoll, Navassa Island, Swan Island, Wake Island and Palmyra Island.
- 3.84 Prime Contractor — A cleared facility granted a contract by a Government Contracting Activity.
- 3.85 Principal Management Facility (PMF) — A cleared facility of a multiple facility organization which reports directly to the home office and whose principal management official has been delegated the responsibility to administer the contractor's industrial security program within a defined geographic or functional area. This facility will function as a home office in relation to its area of responsibility and both cleared and uncleared facilities may be under its jurisdiction.
- 3.86 Protective Security Service — A transportation protective service provided by a cleared commercial carrier qualified by the Military Traffic Management Command (MTMC) to transport SECRET shipments.
- 3.87 Public Disclosure — The passing of information and/or materials pertaining to a classified contract to any member of the public in any manner.
- 3.88 Reference Material — Documentary material over which the Government Contracting Activity does not have classification jurisdiction, and did not have classification jurisdiction at the time such material was originated. Most material made available to contractors by the Defense Technical Information Center is reference material as defined.
- 3.89 Regrade — To assign a higher or lower security classification to an item of classified material.

Glossary of Terms

- 3.90 Representative of a Foreign Interest — Citizens or nationals of the United States who are acting as representatives, officials, agents or employees of a foreign government, firm, corporation or person. However, a U.S. citizen or national who is a full time employee appointed by the company to be its representative in the management of a foreign subsidiary in which the corporation has majority ownership, is not considered a representative of a foreign interest.
- 3.91 Reproduction — Any duplicating process including photography and typed or manual copying, including the product of a duplication process.
- 3.92 Restricted Area — A controlled area containing classified material which can be adequately stored during non-working hours, but normally cannot be protected during working hours without access controls.
- 3.93 Restricted Data — All data (information) concerning (1) design, manufacture or utilization of atomic weapons; (2) the production of special nuclear material; or (3) the use of special nuclear material in the product of energy, but not to include data declassified or removed from the Restricted Data category pursuant to Section 142 of the Atomic Energy Act.
- 3.94 SECRET — See 3.73.2
- 3.95 Security — The safeguarding of classified information against unlawful or unauthorized dissemination, duplication or observation.
- 3.96 Security Agreement — A signed agreement between the company and the government establishing the necessary requirements to preserve and maintain the security of the United States while the company is performing work using classified information provided by the government or developed by the company in accordance with government security classification direction.
- 3.97 Security Cognizance — The government office assigned the responsibility for acting for Cognizant Security Agencies in the discharge of industrial security responsibilities described in the National Industrial Security Program Operating Manual.

Glossary of Terms

- 3.98 Security in Depth — A determination made by the Cognizant Security Agency that a contractor's security program consists of layered and complementary security controls sufficient to deter and detect unauthorized entry and movement within the facility.
- 3.99 Security Infraction — Any failure of an employee to comply with security procedures, whether by omission or commission and any security incident which does not meet the criteria outlined under "Security Violation."
- 3.100 Security Requirement Plan — A prepared summary/abstract of those portions of the government-furnished security classification guidance specifically pertinent to the identification, classification, marking and protection of classified material in connection with any given technical effort. This plan may include interpretive and amplifying information obtained from representatives of the customer.
- 3.101 Security Violation — Failure to comply with the policy and procedures established by the National Industrial Security Program Operating Manual, which reasonably could result in the loss or compromise of classified information.
- 3.102 Sensitive Compartmented Information — All intelligence information and materials requiring special controls for restricted handling within compartmented channels. These special controls are formal systems of restricted access established to protect the sensitive aspects of sources and methods and analytical procedures of foreign intelligence programs.
- 3.103 Short Title — An identifying combination of letters and numbers assigned to a publication or equipment for purposes of brevity.
- 3.104 Source Document — A document, other than a classification guide, from which information is extracted for inclusion in another document. The classification of the information extracted is determined by the classification markings shown in/on the source document.
- 3.105 Special Access Program — Any program that is established to control access, distribution, and to provide protection for particularly sensitive classified information beyond that normally required for TOP SECRET, SECRET, or CONFIDENTIAL information. A Special Access Program can be created or continued only as authorized by a senior agency official delegated such authority pursuant to E.O. 12356.

Glossary of Terms

- 3.106 Standard Practice Procedures — A document(s) prepared by a contractor that implements the applicable requirements of the National Industrial Security Operating Manual for the operations and involvement with classified information at the contractor's facility.
- 3.107 Subcontractor — A cleared facility granted a contract by a prime contractor.
- 3.108 System Software — A set of computer programs, procedures and associated documentation that control, monitor or facilitate use of the automated information system. These include operating systems, programming languages, utility programs, security packages, and commercial application packages such as word processing and graphics design.
- 3.109 Technical Data — Information governed by the International Traffic in Arms Regulation (ITAR) and the Export Administration Regulation (EAR). The export of technical data that is inherently military in character is controlled by the ITAR, 22 CFR 120.1-130.17 (1987). The export of technical data that has both military and civilian uses is controlled by the EAR, 15 CFR 368.1-399.2 (1987).
- 3.110 TEMPEST — An unclassified short name referring to investigations and studies of compromising emanations. It is often used synonymously for the term “compromising emanations,” e.g. TEMPEST tests or Tempest inspections.
- 3.111 Temporary Help Supplier — A subcontractor who dispatches personnel on his payroll to perform work on the premises of a cleared contractor or Cognizant Security Agency.
- 3.112 Top Secret — See Par. 3.73.1

Transmission — The sending of information from one place to another by radio, microwave, laser, or other nonconnective methods, as well as by cable, wire, or other connective medium. Transmission also includes movement involving the actual transfer of custody and responsibility for a document or other classified material from one authorized addressee to another.

Glossary of Terms

- 3.113 Unauthorized Person — A person not authorized to have access to specific classified information, according to the provisions of these procedures.
- 3.114 Unclassified — A term used in connection with classified material to identify certain information which does not require security protection.
- 3.115 Upgrade — A determination that certain classified information requires, in the interest of the national security, a higher degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect the higher category.
- 3.116 Working Hours — The period of time when (i) there is present in the specific area where classified material is located, a work force on a regularly scheduled shift, as contrasted with employees working within an area on an overtime basis outside of the scheduled workshift; and (ii) the number of employees in the scheduled work force is sufficient in number and so positioned to be able to detect and challenge the presence of unauthorized personnel. This would, therefore, exclude janitors, maintenance personnel, and other individuals whose duties require movement throughout the facility.

Security Policy

1.0 PURPOSE

- 1.1 To establish the company Security Procedures as the authority for the application of the National Industrial Security Program and the vehicle to implement the company's security agreement with the government.

2.0 REFERENCE

- 2.1 National Industrial Security Program Operating Manual and all appendages and supplements thereto.

3.0 SCOPE

- 3.1 The fields of interest for the company are such as to make faithful compliance with pertinent government regulations concerning the safeguarding of classified information a mandatory function. This task must be shared by all employees.
- 3.2 This document establishes the company's Security Procedures as the authority for the application of the National Industrial Security Program at the company.

4.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities

5.0 POLICY

- 5.1 The Facility Security Officer (FSO) is responsible for establishing the security program relating to the safeguarding of classified information and the administration of the National Industrial Security Program.
- 5.2 These procedures apply to the safeguarding of all classified information furnished to or developed by the company. It is also applicable to independent research and development when the results of the same warrant a security classification.
- 5.3 These procedures apply to the safeguarding of foreign classified information furnished to the company which the United States government is obligated to protect in the interests of national defense.

General Requirements for the National Industrial Security Program

1.0 PURPOSE AND SCOPE

To provide the general requirements for the administration of the National Industrial Security Program.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 Facility Security Officer

The company shall appoint a U.S. citizen employee, who is required to be cleared as part of the facility security clearance, to supervise and direct security measures necessary for the proper application of government furnished guidance or specifications for classification and for safeguarding classified information.

The Facility Security Officer and other employees, who perform duties in direct support of the National Industrial Security Program, shall complete minimal security training as deemed appropriate by the government.

3.2 Standard Practice and Procedure

The company shall prepare and maintain an updated, written Standard Practice and Procedures in sufficient detail to place into effect all security controls which are applicable to the operation of the facility to reasonably foreclose the possibility of loss or compromise of classified information and effective implementation of the National Industrial Security Program Operating Manual.

3.3 Limitation of Disclosure

The Company will assure that classified information is given or disclosed only to authorized individuals. To this end employees possessing classified information or material will determine to what extent other employees, subcontractors, vendors, and suppliers require access to classified information in the performance of tasks or services essential to the fulfillment of the contract or effort.

3.4 Safeguarding of Classified Information

The company shall provide suitable protective measures within the facility for the safeguarding of classified information, including classified material received which is not related to a contract, project or program as well as material for which no safeguarding or disposition instructions have been received.

The Facility Security Officer will notify the Cognizant Security Agency of classified information which is received with no safeguarding or disposition instructions.

General Requirements for the National Industrial Security Program

3.5 Adverse Clearance Actions

In the event of notification from the Cognizant Security Agency that a personnel security clearance concerning an employee or consultant has been denied, suspended, or revoked, prompt action shall be taken to preclude that individual's access to classified information.

3.6 Special Features of Design

3.6.1 Unless prior written authorization of the Government Contracting Activity concerned has been obtained, the company will not incorporate any special features of design or construction in any project other than that which has been furnished by, developed for, or designated for the government, if such incorporation would disclose classified information. However, classified features of design or construction may be incorporated in other projects of equal or higher classification unless specifically prohibited by the Government Contracting Activity.

3.6.2 U.S. classified information will not be used in the performance of a foreign classified contract, unless the information was furnished through the designated military department in connection with that contract or the Government Contracting Activity concerned has expressly authorized the use of this information in writing.

3.7 Security of Safe Combinations

The company shall ensure that the combination to safes used to safeguard classified material are classified in accordance with the highest classified material stored in the containers. The combinations shall be changed when considered necessary by the Facility Security officer or Cognizant Security Agency and at the earliest practical time following:

3.7.1 The relief, transfer, or discharge of any person having knowledge of the combination, or when the security clearance granted to any such person is downgraded to a lower level than the category of material stored, or is suspended or revoked by proper authority.

3.7.2 The compromise or suspected compromise of a container or its combination; or discovery of the container being left unlocked or unattended.

3.7.3 The initial receipt of safes.

NOTE: Combinations to safes shall be changed under the above schedule only by an authorized representative of the Facility Security Officer.

General Requirements for the National Industrial Security Program

3.8 Termination of Security Agreement

In the event that the Security Agreement is terminated for any reason by either the government or the company and is not superseded by a new agreement, the company will turn over all classified information in its possession to the Government Contracting Activity concerned or dispose of such information in accordance with instructions from the Government Contracting Activity.

All records prescribed by the National Industrial Security Program Operating Manual shall be forwarded to the Cognizant Security Agency. Records pertaining to visitors and classified material control shall be retained by the company for the prescribed time period.

3.9 Security Checks

The Facility Security Officer will perform or have performed, security checks within the facility to ensure that appropriate precautions are taken to protect classified material at all times.

3.10 Classified Sales Literature

3.10.1 The company shall not publish or distribute, or permit to be published or distributed, brochures, promotional sales literature, or similar-type material containing classified information without prior review and written authorization by the Government Contracting Activity. The authorization for such publication and distribution shall be indicated on the cover of the document or on the first page of the document if there is no cover.

3.10.2 Publication and distribution to authorized persons may be made without specific authorization from the Government Contracting Activity for:

- a. Classified material which is published or distributed for necessary use within the company or by the company's subcontractors in the performance of the contract.
- b. Classified material prepared in reply to a request for proposal or invitation to bid received from a Government Contracting Activity or a cleared prime or subcontractor of a Government Contracting Activity or classified information contained in an unsolicited proposal submitted to a Government Contracting Activity.
- c. Classified material submitted in response to an official request of a Government Contracting Activity.

3.11 Defensive Security Briefing

General Requirements for the National Industrial Security Program

- 3.11.1 All cleared employees, consultants and temporary help supplier personnel are required to inform the Facility Security Officer of any intended foreign travel at least 30 days in advance of their planned travel. Prior to departure, the individual(s) will be briefed regarding their security responsibilities during foreign travel and all classified material in their custody will be accounted for by the Document Control Center. Additionally, the employee is required to submit a copy of his/her itinerary to the Facility Security Officer.
- a. Upon completion of a defensive security briefing, the employee must sign a statement attesting that all individual responsibilities for safeguarding classified and technically sensitive information are understood.
 - b. Upon completion of travel, the employee is required to promptly notify the Security Department and advise of any known or suspected attempts to solicit sensitive or classified information from the employee.
- 3.11.2 Employees are required to notify the Facility Security Officer of plans to host or attend a scientific, technical, engineering, or other professional meeting regardless of geographic location when it is anticipated that foreign intelligence services may participate or attend. A 60 day lead time is required in order to obtain the necessary approvals.

3.12 Relationships with Citizens or Residents of Foreign Countries

Employees who possess a security clearance and those being processed for clearance shall immediately notify the Facility Security Officer if either of the following events occur: (i) When a member of the immediate family of the employee or the employee's spouse takes up residence in a foreign country; or, (ii) when through marriage, the employee acquires immediate relatives who are citizens or residents of a foreign country.

- 3.12.1 All cleared employees, including those in the process of being cleared, are required to immediately notify the Facility Security Officer of all questionable or suspicious contacts with nationals or representatives of foreign countries. A questionable or suspicious contact may be defined as any personal exchange, encounter, or relationship which is determined to consist of actual, probable, or possible hostile intelligence collection effort.

3.13 Citizens by Naturalization

Intending citizen employees who possess a Limited Access Authorization (LAA) shall immediately notify the Facility Security Officer when they become naturalized United States citizens. This notification will include:

- 3.13.1 The city, county and state where naturalized;
- 3.13.2 Date naturalized;

**General Requirements for the
National Industrial Security Program**

3.13.3 Court and naturalization certificate number.

3.14 Release or Transmission of Classified Material Outside the Facility

With respect to SECRET and CONFIDENTIAL information, the company shall obtain the Government Contracting Activity's approval for release or transmission outside of the facility except in the following instances:

3.14.1 When release is required by the specific terms of the contract;

3.14.2 When it is necessary in the performance of the contract;

3.14.3 In connection with pre-contract negotiations with prospective subcontractors, vendors, or suppliers;

3.14.4 In prime contractor-subcontractor, multiple facility, and parent-subsidiary relationships;

3.14.5 During visits by company personnel and other prime contractors who are participating under government direction in contracts pertaining to research, development, or production of a weapons system.

3.15 Return of Classified Material

The company will:

3.15.1 Return classified material as stated in Section 3.8 of this procedure.

3.15.2 Return to the Government Contracting Activity all classified material furnished by the government, including all reproductions, and will surrender all classified materials developed in connection with the contract, program or proposal, unless the material has been destroyed, or the retention has been authorized, as indicated below:

- a. If a bid is not submitted prior to the time set for the opening of bids.
- b. If a bid is not accepted, classified material must be surrendered within 180 days after notification that a bid or negotiation proposal has not been accepted.
- c. At the completion or termination of each contract or when otherwise directed by the Government Contracting Activity.

3.16 Reports

3.16.1 The Facility Security Officer shall submit reports required as outlined in the National Industrial Security Program Operating Manual.

General Requirements for the National Industrial Security Program

- 3.16.2 Reports which contain any information relating to the subjects listed below shall be coordinated with the General Manager:
- a. Espionage, sabotage, or subversive activities.
 - b. Loss, compromise, or suspected compromise of classified information.
 - c. An effort by any individual, regardless of nationality, to obtain illegal or unauthorized access to classified information or to compromise a cleared employee.
 - d. Any contacts between cleared employees and known or suspected intelligence officers from any foreign country.
 - e. Security violations involving all levels of classified information.
 - f. The facility's inability to safeguard classified information.
 - g. Adverse information concerning employees who have had access or are in the process of being cleared for access to classified material. Adverse information (see Glossary, Para. 3.3) coming to the attention of an employee, consultant or Temporary Help Supplier employee concerning another cleared individual, which indicates that such access or determination may not be clearly consistent with the national interest, shall be reported in a timely and confidential manner to the Facility Security Officer.

Information meeting such criteria will be submitted by the Facility Security Officer to the Cognizant Security Agency. An individual's security clearance remains valid until the government officially notifies the company that the clearance has been suspended, denied or revoked. Subsequent termination as a result of the adverse information furnished, does not release the company from the requirement to submit this report.

3.17 Investigative Assistance and Cooperation

The company shall cooperate fully with representatives of federal investigative agencies and Cognizant Security Agencies when they are conducting official investigations pertaining to the unauthorized disclosure of classified information or concerning the eligibility of past or present employees or other personnel requiring access to classified information.

3.18 Self Review Program

The security organization shall perform security reviews for the purpose of evaluating all security procedures applicable to the facility's operations. This formal audit will be conducted midway between regularly scheduled government security reviews and shall consist of an audit of the facility's security operations within the scope of the company's security procedures and the National Industrial Security Program Operating Manual.

General Requirements for the National Industrial Security Program

Problems identified as a result of these self reviews shall be corrected as expeditiously as possible.

A record of the dates of self inspection shall be maintained by the Facility Security Officer.

3.19 Espionage, Sabotage, or Subversive Activities

A written report shall be submitted immediately by the Facility Security Officer to the nearest field office of the FBI and will contain any information concerning existing or threatened espionage, sabotage, or subversive activities at any of the company's plants, factories, laboratories, or other sites, at which work for any Government Contracting Activity is performed, or at which related material is acquired, stored, fabricated, or manufactured, or is in process of research or development. A copy of this report shall also be provided to the Cognizant Security Agency.

3.20 Defense Hotline

Federal agencies maintain hotlines to provide an unconstrained avenue for government and contractor employees to report known or suspected instances of serious security irregularities. Employees are encouraged to furnish information of this nature through established company channels. However, when considered necessary, the hotline provides an alternative method of conveying such information. Confidentiality is assured to all users of the system. Employees may utilize the hotlines by calling:

Defense Hotline

The Pentagon
Washington, DC 20301-1900
(800) 424-9098 or (703) 693-5080

NRC Hotline

U.S. Nuclear Regulatory Commission
Office of the Inspector General
Mail Stop TSD 28
Washington, DC 20555-0001
(800) 233-3497

CIA Hotline

Office of the Inspector General
Central Intelligence Agency
Washington, DC 20505
(703) 874-2600

DOE Hotline

Department of Energy

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Office of the Inspector General
1000 Independence Avenue, S.W.
Room 5A235
Washington, DC 20585
(202) 586-4073 or (800) 541-1625

3.21 Perimeter Controls

The company shall establish and maintain a formal system to deter and detect unauthorized introduction or removal of classified material from the facility. All pertinent entries and exits shall be posted with a notice stating that all persons who enter or depart the facility are subject to an inspection of their personal effects.

**Security Violations
and Infractions**

1.0 PURPOSE AND SCOPE

To establish the method for reporting security violations and the disciplinary actions to be taken when these violations occur.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 All management and supervisory staff will ensure that the employees working under their supervision are sufficiently familiar with the security procedures to enable them to comply with those provisions in accomplishing their assigned duties.

3.2 The Facility Security Officer will provide advice and assistance on all security matters upon request of management, supervisors or employees.

3.3 The Facility Security Officer will conduct routine inspections throughout the facilities to ensure that necessary security precautions are being taken to protect classified information at all times. Management and supervisory staff are encouraged to conduct similar inspections and to assist the Facility Security Officer in organizing and directing independent inspection routines.

3.4 When a security violation is discovered, the employee discovering the violation must immediately report its circumstances to the Facility Security Officer.

4.0 PROCEDURE

4.1 Requirements for reporting Security Violations

When a security violation occurs, thereby permitting a possible or actual compromise of classified information as determined by the Facility Security Officer, the following procedure will apply:

4.1.1 The Facility Security Officer and the manager or supervisor involved will investigate the security violation to determine the

Security Violations and Infractions

seriousness and extent of the possible compromise of classified information.

- 4.1.2 The Facility Security Officer will prepare a report on the violation within 48 hours after receiving notification of the violation. This report will be submitted to the responsible manager or supervisor, and will be forwarded to the government Cognizant Security Office as notification to the government, if the seriousness of the violation so warrants.
- 4.1.3 The manager or supervisor involved will take the proper corrective and/or disciplinary action indicated in the Facility Security Officer's report.
- 4.1.4 Disciplinary action will be based on the number of violations charged to an employee within a twelve-month period. The beginning of the period will automatically be established by the date of the first violation.
 - a. Violation No. 1 — The person responsible for the violation will be orally reprimanded by his/her supervisor or department manager.
 - b. Violation No. 2 — The person responsible for the violation will be given a written supervisor's reprimand with copies to the employee's personnel representative and the Facility Security Officer.
 - c. Violation No. 3 — The person responsible for the violation will be given a written reprimand by the department manager with the same distribution as in Violation No. 2. In third or subsequent violations, discipline will be administered in accordance with company Personnel Procedures.
- 4.1.5 The Facility Security Officer and the violator's department manager involved may jointly agree to a modification of the above procedure when the seriousness of the violation warrants such modification.

4.2 Infraction of Security Procedures

**Security Violations
and Infractions**

When a security violation occurs and a determination is made by the Facility Security Officer that the violation has in no way permitted a possible or actual compromise of classified information, and therefore is an infraction of Security Procedures, the following will apply:

- 4.2.1 The Facility Security Officer will prepare a report of the security infraction and will discuss the infraction with the involved employee and employee's supervisor. A copy of the report will be provided to both parties.
- 4.2.2 A second infraction will be discussed with the employee involved, the employee's supervisor and the department manager, all of whom will receive a copy of the second infraction report.
- 4.2.3 A third infraction will be processed as a violation in accordance with the procedure outlined in paragraph 4.1.4 (b), "Violation No. 2." Supporting information concerning the first two infractions will be attached to the violation report.
- 4.2.4 Disciplinary action will be based on the number of security infractions charged to an employee within a 12-month period. The beginning of the period will automatically be established by the date of the first infraction.

4.3 Individual Culpability Reports

The Facility Security Officer shall submit a written report to the government Cognizant Security Office, which includes a statement of the administration action taken against the employee, when individual responsibility for a security violation can be determined and one or more of the following factors are evident:

- 4.3.1 The violation involved a deliberate disregard of security requirements.
- 4.3.2 The violation involved gross negligence in the handling of classified material.
- 4.3.3 The violation was not deliberate in nature but indicates a pattern of negligence or carelessness.

**Classified Procurements
(Subcontracting)**

1.0 PURPOSE AND SCOPE

To establish the method for the certification of cleared vendors.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 DEFINITION

3.1 Classified Procurement — Any request for proposal pricing information, advance procurement action, subcontract or purchase order in which access to classified information will, or may, be required during or after the consummation of the procurement effort.

4.0 GENERAL

4.1 All classified procurements shall be coordinated with the Facility Security Officer in order to ensure contractual Cognizant Security Agency security requirements are accomplished.

4.2 When pre-contract negotiation visits involve the disclosure of classified information between the company and the prospective bidder, Security Procedure No. 10, "Visitor Control," shall be followed. The host employee shall advise the bidder's representatives of the classification levels of the information being disclosed and other pertinent restrictions.

4.3 Employees who have a requirement to enter into a classified procurement shall ensure that sufficient "lead-time" (five days) is allotted for required security action.

5.0 PROCEDURE

Purchase Order Originator

1. Determine and indicate the level of security classification of the requested procurement action.

Procurement

**Classified Procurements
(Subcontracting)**

2. Advise the Facility Security Officer when a classified award is made to a subcontractor or vendor.
3. In the preparation of a classified subcontract or purchase order, incorporate the DAR "Military Security Requirements Clause" into the contractual agreement. In addition, incorporate any release prohibitions imposed upon the company by its customer or the government.

Facility Security Officer

4. Prepare contractual security specifications for subcontractors or vendors receiving classified awards.

Procurement

5. Advise the Facility Security Officer of any potential or actual change in scope on the contract which alters the security requirements or raises the security classification level of the effort.

1.0 PURPOSE AND SCOPE

To provide instructions pertaining to the public release of information on classified projects or contracts.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 DEFINITIONS

Public Disclosure — The passing of information and/or materials pertaining to a classified contract to the public or any member of the public by any means of communications.

4.0 GENERAL

4.1 Information pertaining to classified projects or contracts shall not be released to the public without prior approval of the Government Contracting Activity.

4.2 Originators of material proposed for release are responsible for screening the information to ensure that it is unclassified.

NOTE: Originators are also responsible for controlling the drafts or preliminary copies of the release, even though they are considered to be unclassified, until the material has been authorized for release.

4.3 All information relating to classified projects or contracts, proposed for release to the public, shall be reviewed by the Facility Security Officer prior to submission to the Government Contracting Activity.

4.4 Materials which could constitute public release information include, but are not limited to, news releases, sales brochures, pamphlets, hand-out materials, flyers, product line and capability-type advertisements, marketing presentation text, photographs, recruiting advertisements,

Public Release

seminar papers and technical articles, for the company newspaper, internal posting of new contracts, etc.

- 4.5 The following general information, unless specifically prohibited from public release by the Government Contracting Activity may be released without further specific clearance:
 - 4.5.1 A statement that a contract or letter of intent has been received.
 - 4.5.2 The type of item(s) in general terms, e.g., simulators, communications equipment, data processing and display systems, etc., provided that the designation of the item or equipment is not classified.
 - 4.5.3 A statement that workers with special skills are required.
 - 4.5.4 Any official information that has been previously approved for release.
- 4.6 The proposed release of any information previously classified and subsequently declassified under the provisions of the "Automatic Time-Phased Downgrading and Declassification System" requires the approval of the Government Contracting Activity.
- 4.7 Media dissemination of information currently classified by a Government Contracting Activity does not automatically mean that it has been declassified unless the information was contained in an official government release.

Classification Review and Release of Information

1.0 PURPOSE AND SCOPE

To establish the requirements of a Security Classification Management Program designed to ensure the proper identification, classification, and marking of information concerned with the National Defense in accordance with government guidance documents, e.g., Contract Security Classification Specifications.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

- 3.1 The Facility Security Officer is responsible for all external contact and correspondence that relate to matters of security classification requirements and is the central control point for coordinating all matters that relate to the assignment of security classifications.
- 3.2 Individuals receiving classification guidance from external sources, written or verbal, shall transmit such information to the Facility Security Officer for the updating of central classification records and the proper notification to other concerned parties.

NOTE: No action to change the classification of existing classified documents or hardware, with the exception of the provisions of Procedure 21, Section 4.4, shall be taken prior to the receipt of regrading notification from the Facility Security Officer.

- 3.3 Employees who are responsible for generating classified material, or have the technical supervisory responsibility of reviewing material for proper classification, are encouraged to contribute to the program by making recommendations for regrading action whenever possible, and to bring to the attention of the Facility Security Officer any inconsistencies in security classification guidance.
- 3.4 The Facility Security Officer, when requested, shall assist in proposal preparation by providing clarification and elaboration of security classification guidance furnished with the Request for Proposal. This will include assisting in the development of a detailed security classification guidance document, where appropriate.
- 3.5 It is the responsibility of each employee preparing material to classify it at as low a level as possible, consistent with current security classification guidance. Any classified information not specifically required for presentation will be omitted from proposals and reports.

Classification Review and Release of Information

- 3.6 Managers and supervisors will maintain close supervision of personnel responsible for classifying information and will assist in the review and assignment of correct security classifications based on their security clearance and "need-to-know."
- 3.7 Determination of Classification —
- 3.7.1 RFP/RFQ (Request for Proposal/Request for Quotation) and contractual material.
- a. If the information meets a specific "Classification Criteria" as set forth in available security guidance or directives, mark the item appropriately. Changes in such guidelines may be made only with the specific approval of the Government Contracting Activity responsible for the contract. These changes are furnished in writing by the Government Contracting Activity.
 - b. Classified material generated by the extraction or copying of classified information from other material, or which involves the reproduction or translation of an entire classified document, shall be classified to the same degree as the source document. This type of material need not be reviewed under the provisions of this procedure. However, whenever there is a doubt as to the appropriate classification, the Facility Security Officer should be consulted to determine if the original classification is still in effect.
- 3.7.2 Procedure No. 13 establishes basic fundamentals of initial identification and marking of classified material.
- 3.8 Unsolicited Proposal or Non-Contractual Material — In the assignment of a classification for an unsolicited proposal or originating information not in the performance of a contract, the following rules shall apply:
- 3.8.1 If information is included in the proposal or other material which can be identified as being classified, the proposal or other material shall be marked with the appropriate classification in accordance with Security Procedure No. 13, "Marking of Classified Material."
- 3.8.2 If information is included in the proposal or other material which cannot be identified as being classified or for which there is no security guidance, and it is believed that the proposal or other material contains information which should be classified, it shall be marked with a preliminary classification at the appropriate level utilizing the following notation only on the cover or first page:

**Classification determination pending.
Protect as though classified Secret.**

**Classification Review and
Release of Information**



- 3.8.3 The following guidelines should be utilized when contemplating the tentative assignment of security classification(s) for information which cannot definitely be identified as being classified. If disclosure of scientific or technical information to unauthorized persons would benefit a foreign government by:
- a. Endangering the technological lead time for the U.S. of any weapon, electronic, or other military system, subsystem or component;
 - b. Supplying information in a scientific or technological area where probability of military application is indicated before or during exploratory development;
 - c. Giving a technological advantage or improving lead time in a scientific or technical area;
 - d. Enhancing experimental and testing techniques and procedures and development programs to the detriment of U.S. defense interests;
 - e. Enriching military or industrial research programs to the detriment of U.S. counterpart programs;
 - f. Improving sensor, technical surveillance, ECM, ECCM, or other electronic photographic, sonic, acoustic, communication, COMSEC, cryptological, or operational programs to the detriment of the United States.
- 3.8.4 If a preliminary classification is assigned or if the security guidance is inadequate and a decision cannot be reached, contact the Facility Security Officer for assistance in obtaining classification interpretation and/or determination by the appropriate government agency.
- 3.8.5 If a preliminary classification is assigned, the following shall apply:
- a. Access to the information will be limited to the minimum number of employees practicable.
 - b. The individuals selected to have access to the information will be limited to cleared U.S. citizens who will be advised of the importance of the information.
 - c. When not in use, documents containing the information should be stored in a proper security container.
 - d. Secure methods of transmittal are to be used for transmitting the material between personnel or locations.

Classification Review and Release of Information

e. Reproduction of the information should be kept at a minimum.

3.9 Totality Aspects of Classification —

3.9.1 The overall classification of a document will normally be equal to the highest classification assigned to any of its pages.

3.9.2 It is possible that two or more items of information, each properly classified at a lower level, will, when contained in the same document, require a higher classification level. When such a situation exists, the document shall carry the higher classification and the following statement shall appear once on the inside of the front cover, and on the title page, or on the first page of the document.

Although the classification of the information on each page of this document is no higher than indicated by the markings thereon, the association of information requires protection at the higher level applied as the overall classification.

3.10 Public Release of Classified Information — The fact that information currently classified by a government agency has been disseminated by a public medium of communication does not automatically mean that it has been declassified. Employees will adhere to official classification guidance until otherwise advised by the Facility Security Officer.

3.11 Technical Articles, Symposium Presentations — The final draft of any technical documentation which is considered for publication in trade periodicals or technical journals and/or the draft considered for symposium presentation, plus any applicable security guidance, will be submitted by the originator for final technical review. Review shall include a verification of the classification, or lack of classification, initially assigned by the originator. The same material will then be submitted to the next higher level of supervision where it will be reviewed for the purpose of confirming the appropriate security classification.

NOTE: After the reviews described above, if the material involved is determined to be classified and will be presented at a meeting of equal or higher classification, it should be handled in accordance with Section 4.0 of this procedure and Procedure 04, "Public Release."

**Classification Review and
Release of Information**

4.0 PROCEDURE

Employee

1. Subject material will be submitted for classification review as follows:

ALL CLASSIFIED MATERIAL — to the first level of technical program supervision above originator's position.

NOTE: The above classification review requirements will be consistent with the Technical Supervisor's or Program-Proposal Manager's clearance level and "need-to-know" for the specific contract or proposal effort.

Technical Program Supervision/Technical Program Manager

2. Review the material together with the applicable contract or proposal security classification guidance and verify the validity and accuracy of the classification(s) assigned.

Employee Clearances

1.0 PURPOSE AND SCOPE

To provide for the requirements of obtaining employee security clearances and processing related clearance downgrading and termination actions.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 The company will request a security clearance only for those employees who require access to classified information in the performance of their assigned duties.

3.1.1 The company shall not normally initiate any pre-employment clearance action. However, under special circumstances Personnel Security Questionnaire forms (PSQ) may be provided to a prospective employee for completion, review and subsequent submittal to the government, prior to the date of employment. This action is only authorized when a written commitment, with a fixed employment date within 180 days is offered by the company and accepted in writing by the candidate.

3.1.2 A security clearance can only be granted to United States citizens. However, immigrant aliens or foreign nationals may be granted a "Limited Access Authorization" (LAA) at the SECRET or CONFIDENTIAL level.

3.1.3 Limited Access Authorizations may be requested in those rare circumstances where the non-U.S. citizen possesses unique or unusual skill or expertise that is urgently needed to support a specific contract and a cleared or clearable U.S. citizen is not readily available.

The LAA will only be issued with the concurrence of the Government Contracting Activity and the Cognizant Security Agency.

Employee Clearances

- 3.1.4 Security clearances granted by the government are valid for access to classified information on a need-to-know basis. Unless terminated, suspended or revoked by the government, the clearance remains effective as long as the employee is continuously employed by the company.
- 3.1.5 Interim SECRET or interim CONFIDENTIAL clearances are not valid for access to Restricted Data; NATO; COMSEC; or Sensitive Compartmented Information.
- 3.1.6 Verification of U.S. Citizenship - The Facility Security Officer will require evidence of U.S. citizenship for each employee who is an applicant for a security clearance and who claims U.S. Citizenship. The following documents shall be acceptable for proof of U.S. citizenship:
 - a. A Birth Certificate attesting that the individual was born in the United States. (original or certified copy)
 - b. Certificate of Naturalization shall be submitted if the individual claims citizenship by naturalization.
 - c. Report of birth abroad of a citizen of the United States (Form FS-240), a Certification of Birth (Form FS-545 or DS-1350), or a Certificate of Citizenship, is acceptable if citizenship acquired by birth abroad to U.S. parent(s).
 - d. U.S. Passport, or one in which the individual was included will be acceptable as proof of citizenship.
 - e. A record of Military Processing Armed Forces of the United States (DD Form 1966) is also acceptable proof of citizenship.
- 3.2 Company-Granted Confidential Clearances — The authority to grant Confidential clearances previously delegated to defense contractors has been rescinded. However, company-granted clearances now in effect will remain valid.
 - 3.2.1 Company-granted Confidential clearances are not valid for access to Restricted Data; Formerly Restricted Data; COMSEC information; Sensitive Compartmented Information; critical or

Employee Clearances

controlled nuclear weapon security positions; NATO information (except for NATO Restricted); and foreign government classified information.

- 3.3 Reinstatement of Clearance — application for a security clearance reinstatement may be made provided:
- 3.3.1 There has not been a lapse of more than 24-months since termination of the employee's previous clearance.
 - 3.3.2 The company is not aware of any adverse information concerning the individual.
 - 3.3.3 The most recent clearance investigation must have been completed within the past five years for Top Secret and Q clearances and ten years for Secret or L clearances and the scope of that investigation must meet or exceed that which is required for the for the level of clearance to be reinstated or granted.
- 3.4 Termination of Clearances:
- 3.4.1 At the time of termination of employment (discharge, resignation, retirement, or at the beginning of a layoff or leave of absence for an indefinite period, or for a period in excess of 1 year), the employee's supervisor will advise the terminating employee to report to the Facility Security Officer where the employee shall be required to complete a Security Debriefing Acknowledgment. The employee will ensure that all classified material has been turned into the Document Control Center, thereby releasing the employee of all classified material accountability.
 - 3.4.2 When an employee who possesses a personnel security clearance no longer requires access to classified information and does not anticipate a requirement for such access in the foreseeable future, the employee's department manager or section supervisor must notify the Facility Security Officer of this fact by memo.
 - 3.4.3 The Facility Security Officer will proceed with administrative clearance termination action described above.

Employee Clearances

4.0 PROCEDURE

Manager or Supervisor

1. Completes Request for Security Clearance Processing Form certifying need for clearance, obtains appropriate staff manager's concurrence signature and submits completed form to the Facility Security Officer.

Staff Manager

2. Reviews the justification section of the form to ensure that access is necessary in the performance of tasks or services essential to the fulfillment of a contract(s), keeping in mind that clearances must be limited to the minimum extent possible consistent with contractual obligations.

Facility Security Officer

3. Reviews the form to assure that a verifiable need for clearance action exists.
4. Furnishes the employee with the appropriate Personnel Security Questionnaire (PSQ) and informs the employee that page 5 of the form may be completed in private and returned in a sealed envelope. The sealed envelope shall be forwarded to the government without review by the company.

Employee

5. Completes the Personnel Security Questionnaire and returns it along with evidence of U.S. citizenship to the Facility Security Officer for processing.

Briefings and Debriefings

1.0 PURPOSE AND SCOPE

To provide briefing and debriefing instructions for cleared employees.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 Briefing — The Facility Security Officer or a designated representative will brief all employees and Temporary Help Supplier personnel:

3.1.1 Prior to the individual being authorized access to classified information or material;

3.1.2 If the individual is absent from the facility for any reason, in excess of one (1) year;

3.1.3 Prior to the individual going on any foreign travel or attending an international scientific, technical, engineering, or other professional meeting when it is anticipated that representatives of foreign intelligence services may participate or attend.

3.1.4 Prior to an individual being authorized to hand carry (courier) classified material.

3.2 The security briefing outlined in 3.1.1 and 3.1.2 above will include:

3.2.1 The individual's security obligation and responsibility to safeguard classified information;

3.2.2 The required security procedures for effecting such safeguards;

3.2.3 Those sections of the espionage laws, conspiracy laws and federal criminal statutes applicable to the safeguarding of classified information.

3.3 The Defensive security briefing outlined in 3.1.1 through 3.1.3 will include:

Briefings and Debriefings

- 3.3.1 The rationale behind the need for security awareness while on foreign travel;
 - 3.3.2 A briefing on the foreign intelligence network;
 - 3.3.3 Techniques employed to obtain information of intelligence value;
 - 3.3.4 A summary of the need for alertness and individual discretion.
- 3.4 The security briefing in the case of Section 3.1.4 above shall include the courier's overall responsibilities to safeguard classified material including maintaining personal possession of the material at all times, if proper storage at a U.S. government activity or an appropriately cleared contractor facility is not available.
- 3.5 Recurring security briefings will be conducted and, in addition to Sections 3.2 and 3.3, will include informing the employees that they must report to the Facility Security Officer, if and when they become a representative of a foreign interest.
- 3.6 Special access briefings will be conducted by the Facility Security Officer as required.
- 3.7 Debriefings
- The Facility Security Officer, or a designated representative, will debrief all employees when:
- 3.7.1 Employment terminates;
 - 3.7.2 The individual begins a layoff or leave of absence for a period, in excess of one (1) year;
 - 3.7.3 The individual's personnel security clearance is administratively terminated revoked or suspended;
 - 3.7.4 Upon termination of the location's facility security clearance.
- 3.8 The debriefings shall include:
- 3.8.1 The purpose of the debriefings;

Briefings and Debriefings

- 3.8.2 The serious nature of the subject matter which requires protection in the national interest;
 - 3.8.3 The need for future caution and discretion and advice concerning travel restrictions where applicable.
- 3.9 Upon completion of a briefing as outlined above, the employee is required to complete and sign the "Classified Information Non-disclosure Agreement" Standard Form (SF) 312. Upon completion of a debriefing as outlined above, the employee is required to complete the "Security Debriefing Acknowledgment" portion of the SF 312.

**Temporary Help
Supplier Personnel**

1.0 PURPOSE AND SCOPE

To provide the method for certification and control of Temporary Help Supplier employees who require access to classified information in the performance of their assigned duties, while under contract to the company.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 DEFINITIONS

Temporary Help Supplier — A subcontractor who dispatches personnel on his payroll to perform work on the premises of a cleared facility.

4.0 GENERAL

- 4.1 Temporary Help Supplier personnel shall not remove classified material from the premises of the company.
- 4.2 Temporary Help Supplier personnel shall notify the company Facility Security Officer at least sixty (60) days prior to departure of their intended travel to a foreign country or attendance at any international scientific, technical, engineering or other professional meeting when it is anticipated that representatives of foreign intelligence services will participate or attend.
- 4.3 Temporary Help Supplier personnel shall notify the company Facility Security Officer when an immediate family member or a spouse's immediate family member, takes up residence in a foreign country; or when, through marriage, relatives are acquired who are citizens or residents of a foreign country.
- 4.4 Temporary Help Supplier personnel shall comply with the company Security Policies and Procedures.

5.0 PROCEDURES

Sponsoring Employee

Temporary Help Supplier Personnel

1. Contact the Subcontract/Procurement Department prior to engaging the services of Temporary Help Supplier.

Subcontract/Procurement Department

2. Forwards copy of Purchase Order to the Facility Security Officer to establish length of time for which the Temporary Help Supplier services have been contracted.

Sponsoring Employee

3. Must notify the Facility Security Officer as to status of the visit, e.g. will the Temporary Help Supplier employee require access to classified information?

NOTE: If the visit involves access to classified information, the Temporary Help Supplier company must furnish the Facility Security Officer with a classified visit request for the individual(s). Otherwise access to classified information will not be authorized.

Facility Security Officer

4. Provides briefing to Temporary Help Supplier personnel about safeguarding classified information while assigned to the company.

Technical Monitor

5. Furnishes specific security classification guidance to the Temporary Help Supplier employee.

Consultants

1.0 PURPOSE AND SCOPE

To provide for certification and control of consultants to the company who require access to classified information in the performance of their assigned duties.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 DEFINITIONS

A consultant is an individual under contract to provide professional or technical assistance to the company in a capacity requiring access to classified information.

4.0 GENERAL

- 4.1 Consultants may have access to classified information only while on the premises of the facility and may not remove classified information from the facility except on authorized travel initiated by the company.
 - 4.2 Employees must contact the Subcontract/Procurement Department prior to engaging the services of a consultant. The Subcontracts Dept. will advise the Facility Security Officer of the proposed consultant contract and will provide identification information, clearance requirements and any changes in the consultant's status, i.e., termination of service prior to planned completion date, extension of services beyond planned completion date, etc.
 - 4.3 The employee directly responsible for the consultant's services shall notify the Facility Security Officer at least sixty (60) days in advance of any intended travel by the consultant to a foreign country or attendance at any type of meeting when it is anticipated that foreign intelligence services may participate or attend.
 - 4.4 The Facility Security Officer will process visit requests for consultants employed under the terms of a classified contract. The Facility Security Officer will also process termination of clearance for such consultants as prescribed by Cognizant Security Agency regulations.
 - 4.5 Classification guidance will be furnished to consultants when required by the Facility Security Officer.
-

Consultants

Visitor Control

1.0 PURPOSE AND SCOPE

- 1.1 To establish the procedure for employees visiting other facilities, military installations or government agencies.
- 1.2 To establish the procedure for denying access to classified information/material to visitors not authorized such access.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

- 3.1 Employees should submit a Visit Clearance Request to the Facility Security Officer only if their intended visit is in the interest of national defense and cannot be accomplished without access to classified information/material.
- 3.2 Any employee who cannot gain admittance during an authorized visit to a facility, installation or agency, because a Visit Authorization Letter is not on file, should contact the Facility Security Officer. Communication between Security Visitor Control organizations may assist in locating the Visit Authorization Letter or otherwise facilitate visit approval.
- 3.3 Visit approval will be assumed unless the facility to be visited notifies the Facility Security Officer to the contrary. If such a notification is received, the Facility Security Officer will advise the visiting employee(s) that approval has not been granted.
- 3.4 Disclosure during visits — Employees may disclose classified information during visits provided the intended recipients possess the appropriate level of clearance and need-to-know consistent with the following:
 - 3.4.1 Contract related visits — When there is a classified contractual relationship (to include all phases of pre-contract activity) between the parties involved, classified information may be disclosed without the approval of the government agency that has jurisdiction over the information.
 - 3.4.2 Non-contract related visits — When there is no classified contractual relationship between the parties, classified

Visitor Control

information may not be disclosed without the approval of the government agency that has jurisdiction over the information.

4.0 PROCEDURE

4.1 Employee visits to other cleared facilities, military installations, and government agencies.

4.1.1 When an original visit request is initiated, a determination will be made if recurring visits will be required; if such visits are consistent with the purpose of the original visit, the request should be made for 12-months duration.

NOTE: *Subsequent request(s) to visit the same facility need not be requested when a term visit (twelve months) authorization is in effect, unless the purpose of the visit is changed.*

4.1.2 Visit requests will not automatically be renewed. It is the responsibility of each employee to submit a new Visit Clearance Request for each visit that is to be renewed at least fifteen (15) days in advance of the expiration date of the visit.

4.1.3 Visit requests will be submitted to the Facility Security Officer to permit normal processing (at least one week prior to the intended visit).

4.2 Visits Outside the United States

4.2.1 Requests to visit foreign countries will be made at least 60 days in advance, especially when such visits will involve disclosure of classified information or technically sensitive information for which an export license may be required.

4.2.2 Upon return from foreign travel, the employee will report promptly to the Facility Security Officer any effort made by

Visitor Control

hostile intelligence agents to obtain information or establish a continuing relationship.

4.3 Visits to the Company Involving Access to Classified Information

- 4.3.1 The employee to be visited will complete the "Incoming Visitors Worksheet" and forward to the Facility Security Officer as far in advance of the visit as possible.
- 4.3.2 All visitors to this facility shall have their identity verified and remain under constant escort unless otherwise authorized by the Facility Security Officer.
- 4.3.3 The designated escort will be made aware of the visitor's access and movement limitations.

NOTE: *Transfer of escort responsibility to another employee will be accomplished directly and personally.*

- 4.3.4 Visitors shall be prohibited from making recordings during classified discussions, or taking photographs in any area where classified information might be recorded on film, unless the visitor has received prior written approval by the contracting activity whose classified information is involved.

NOTE: *A copy of this authorization must be given to the Facility Security Officer upon arrival.*

- 4.3.5 Classified material shall not be released to a visitor, without prior written approval of the contracting activity, except as required in connection with contract administration, in performance of a prime or subcontract or as necessary in connection with an official investigation.
- 4.3.6 If a classified meeting is held with visitors in a conference room, it is the responsibility of the individual in charge of the meeting

Visitor Control

to ensure that proper security measures are taken. (Refer to Security Procedure No. 20, "Classified Meetings").

4.4 Long-Term Visitors

4.4.1 A long-term visitor shall abide by the company Security Procedures while a resident in the facility. Additionally, long-term visitors will:

- a. Arrange for their own visits away from the facility through their own company or location security office.
- b. Execute a Security Agreement acknowledging that they will abide by the company's Security Procedures.

EXCEPTION: *Government employees and intermittent visitors are excluded from this requirement.*

- c. Ensure that classified material in their possession is properly safeguarded, and shall be subjected to inspection by the Facility Security Officer.

4.5 Visits Not Involving Access to Classified Information

4.5.1 The employee hosting the visit will see to it that the visitor will not obtain physical, visual, or aural access to classified information/material.

4.5.2 The visitor will present satisfactory identification when required, and complete and sign the visitor register.

4.5.3 Non-escort status and authorization to bring reproduction or recording equipment or material into the facility will require prior authorization from the Facility Security Officer.

**Handling of
Classified Material**

1.0 PURPOSE AND SCOPE

To establish the requirements for the control of classified information in conformance with the National Industrial Security Program Operating Manual.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 The fields of interest of the company are such as to make faithful compliance with pertinent government regulations concerning the safeguarding of classified information a mandatory function. This task must be shared by all personnel.

3.2 Cameras

3.2.1 All cameras purchased for use by the company will require the approval of the Facility Security Officer prior to their use within the facility.

3.2.2 Normally cameras owned by employees are not authorized for use within this facility. Request for exceptions to this rule, in order to meet specific operating problems, should be directed to the Facility Security Officer.

3.2.3 Visitors are not authorized to bring cameras into the facility unless specific approval has been granted by the Facility Security Officer.

3.3 Loss, Compromise or Suspected Compromise of Classified Information

3.3.1 If a loss, compromise, or suspected compromise of classified information occurs, it will be reported immediately to the Facility Security Officer. Classified information which is out of control of its user or assigned custodian, and cannot be located, shall be presumed to be lost until an investigation determines otherwise.

3.3.2 In the event of loss, compromise, or suspected compromise of classified information outside of the facility, the person

Handling of Classified Material

discovering the loss, compromise, or suspected compromise shall immediately notify:

- a. The Facility Security Officer via the fastest means of communication.
- b. The nearest office of the Federal Bureau of Investigation (obtained from local telephone directory), and furnish sufficient information to assist in the identification of the information.
- c. If outside the United States, the nearest U.S. authorities (military, consulate, or other U.S. Government office).

4.0 PROCEDURE

Managers/Supervisors

1. Ensure that all employees in their areas of responsibility and under their jurisdiction comply with all security policies and procedures and receive complete training in all security requirements.
2. Ensure that all persons within their work areas, whose duties require them to have access to classified information, are properly cleared before such information is available to them.
3. Maintain close and continuous supervision over personnel having the authority to classify information and to assist in the assignment of the correct classification.
4. Review classified information to see that material is downgraded or declassified when necessary.
5. Ensure that all classified material is properly stored in appropriate and authorized containers as prescribed in the procedure for the storage of classified material.

**Handling of
Classified Material**

6. Ensure that any employee attending conferences, seminars, symposia, or other meetings is fully aware of the limitations on disclosure of classified information.

Employees

7. Safeguard all classified information under their control and adhere to the security policies and procedures to prevent unauthorized access to classified information.
8. Immediately report to the Facility Security Officer any infraction or violation of the security policies and procedures or any known or suspected compromise of classified information.
9. Refer any questions regarding security policies, classification or related matters to their supervisors for clarification, decision and/or coordination with the Facility Security Officer for resolution.
10. Return all classified material to the Document Control Center when it is no longer required in the performance of their work or when their employment is terminated.
11. Classify prepared material at as low a level as possible, consistent with current classification guides and policy. Highly classified information, when not specifically required for proper presentation, will be omitted. Employees are cautioned that under-classification creates security hazards and can result in compromise of defense information. Conversely, needless over-classification imposes additional administrative burden and impedes the flow of vital information.
12. Ensure that classified meetings held with visitors in a conference room are coordinated with the Facility Security Officer in accordance with the security procedure pertaining to Classified Meetings. (Procedure Number 20)

Users and/or Originators of
Classified Materials

**Handling of
Classified Material**

13. Correctly classify and properly mark classified material they originate.
14. Comply with established procedures for protecting, recording, and storing classified material issued for their use.
15. Control classified material in accordance with current security regulations.
16. Downgrade and remark classified material in their possession when notified in writing by the Facility Security Officer.

**Marking of
Classified Material**

1.0 PURPOSE AND SCOPE

To provide the instructions for the proper marking of classified material.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 Marking, handling, assignment of control numbers, and accountability control of all classified material shall be coordinated through the Document Control Center.

3.2 The proper security classification(s) of material are determined by the procedure entitled "Classification Review and Release of Information" (Procedure 05).

3.3 Originators of classified material are responsible for ensuring that all appropriate markings and notations are placed on the material.

3.4 Marking of security classification(s) on documents is accomplished by use of rubber stamps or by other methods common to the publication process, e.g., pre-marked masters, decals, etc.

NOTE: *The classification marking is never typed.*

3.5 A classified material control number is required for all accountable material. The number is placed on the first or title page of the document.

3.5.1 All accountable material received or originated requires a Classified Material Control Number (CMCN). This number is assigned by the Document Control Center to maintain accountability.

3.6 In order to prevent classified material from being left inadvertently unprotected, the outside of any folder containing such material, or the back page or cover of the material, if not in a folder, should always be stamped conspicuously with the appropriate classification.

3.7 Classification markings should be clearly visible when pages are clipped or stapled together.

Marking of Classified Material

- 3.8 Classified information extracted from documents will be marked with the same level of classification as indicated on the page or paragraph from which the information was extracted. The downgrading notation of the source of information will remain unless the new material requires a more restrictive assignment.
- 3.9 File folders, binders, envelopes, etc., containing classified documents when not in secure storage, should be marked or stamped with the same classification as their highest classified contents. Documents removed from the file or group shall be handled in accordance with their individual classification requirements.

NOTE: *In lieu of marking or stamping of the file folders, binders, envelopes, etc., an appropriate cover sheet reflecting the security classification of the contents may be stapled to the file folder.*

- 3.10 To protect a compilation of information in a permanently bound or unbound document, where the use of a classification higher than that which applies to any of its components is required by security guidance or other government agency direction, the overall classification shall be placed on the document in the manner prescribed by this procedure. Where the individual parts of a compilation are unclassified, but their total content is classified, the document shall be marked in the manner outlined in the Security Procedure entitled "Classification Review and Release of Information" (Procedure 05)
- 3.11 Classified material generated within the facility shall be marked on the face of the document with:
- 3.11.1 The date of origin and the name and address of the company.
 - 3.11.2 The appropriate security classification plainly and conspicuously marked, stamped or affixed (not typed).
 - 3.11.3 The regrading/downgrading, declassification and declassification review notation or the Restricted Data/Formerly Restricted Data notation, whichever is appropriate.

**Marking of
Classified Material**

- 3.11.4 A parenthetical security classification abbreviation after the subject or title of the document, indicating the classification or lack of classification of the subject or title itself.
- 3.11.5 Any other security notations prescribed by the Government Contracting Activity.

4.0 PROCEDURE

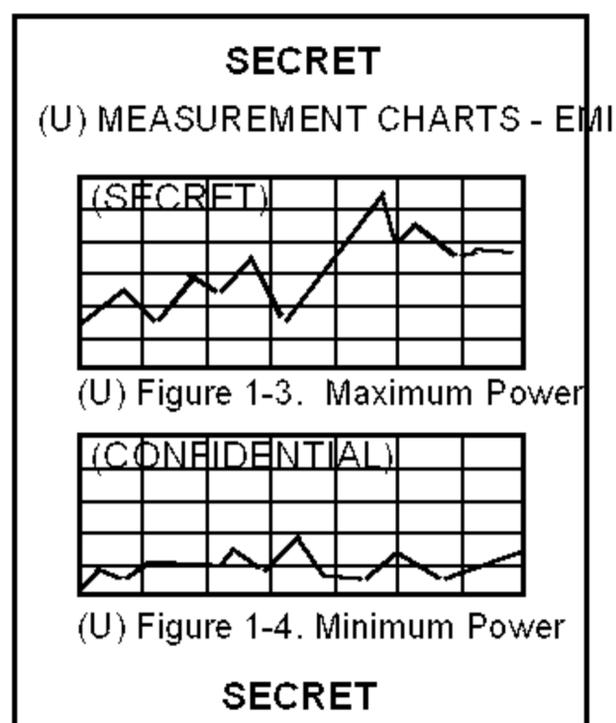
- 4.1 Marking of portions, paragraphs, subparagraphs, and full pages:
 - 4.1.1 Each portion, section, part, paragraph, subparagraph or similar portions within classified documents generated by the facility will be marked with a parenthetical security classification designator as illustrated below.

CONFIDENTIAL	SECRET
8.0 (U) _____	9.0 (U) _____
8.1 (U) _____	9.1 (C) _____
8.1.1 (C) _____	9.1.1 (U) _____
8.2 (U) _____	9.2 (U) _____
8.2.1 (U) _____	9.2.1 (C) _____
8.2.2 (C) _____	9.2.2 (S) _____
8.3 (C) _____	9.2.3 (C) _____
CONFIDENTIAL	SECRET

- 4.1.2 Using classification guidance, the originator must assign proper security classification to each paragraph.
- 4.1.3 The appropriate parenthetical abbreviation shall be placed immediately preceding and to the left of the involved paragraph and subparagraph.

Marking of Classified Material

- 4.1.4 If different elements of information in a single paragraph demand different classifications and separation would damage context or destroy continuity, the highest classification involved must be assigned to the paragraph.
- 4.1.5 When figures, tables or illustrations are combined with text on a page within a document, the appropriate (unabbreviated) security classification of a figure, table or illustration will be marked inside or adjacent to the figure, table or illustration, and; if a caption or title is used to describe the subject matter presented, a parenthetical classification abbreviation shall be inserted immediately preceding the title or caption to indicate the security classification of the caption or title.
- Unclassified titles and captions must be used whenever possible to avoid the unnecessary classifying of Table of Contents, List of Illustrations, Index, etc.
 - When titles or captions are used, a parenthetical security classification abbreviation indicating the classification, if any, of the title or caption itself, shall be placed immediately before the caption or title.
 - The illustration below summarizes, in graphic form, Sections a. and b. above.



**Marking of
Classified Material**

- 4.1.6 Each page of a document must be marked at the top and bottom with the highest security classification (unabbreviated) of the information contained on that page.
- 4.1.7 Unclassified paragraphs, subparagraphs, and pages must be marked as such, to prevent misunderstanding.
- 4.1.8 The following is a list of authorized parenthetical abbreviations to be used for marking paragraphs:

TABLE OF AUTHORIZED SECURITY CLASSIFICATION ABBREVIATIONS (for internal paragraph, subparagraph, and caption or title marking only)	
<u>Abbreviation</u>	<u>Meaning</u>
(U)	Unclassified
(C)	CONFIDENTIAL
(S)	SECRET
(TS)	TOP SECRET
(**) (RD)	Restricted Data
(**) (FRD)	Formerly Restricted Data
(**) (NFN), (NOFORN)	Not Releasable to Foreign Nationals
** Insert proper classification of TS, S or C.	

- 4.1.9 If the association between classified or unclassified paragraphs or subparagraphs on a page results in a higher classification, the higher classification will be marked on the top and bottom of the page, and an explanation added on the page explaining the reason for the variance.
- 4.1.10 Each major component shall be marked as a separate document, utilizing the classification marking requirements of this procedure. Examples include:
 - a. Each annex, appendix, or similar component of a plan, program or project description;

Marking of Classified Material

- b. Attachments and appendices to a letter; and
 - c. Each major part of a report.
 - 4.1.11 If, for some reason, it is impossible or impractical to paragraph-mark documents, contact the Facility Security Officer for assistance.
- 4.2 Use of a Classification Identification Statement or Classification Guide to Supplement Paragraph Marking:
 - 4.2.1 Sometimes marking by paragraphs may not make perfectly clear the classification of all items in a document.

For example:

 - a. One or more paragraphs containing information of different classification levels which cannot be separated without loss of continuity or clarity.
 - b. Association of an item of information in one part of a document with another item in another part, revealing information requiring a higher classification than either of the individual items.
 - 4.2.2 In such cases, a classification identification statement should be used in addition to marking by paragraphs.
 - 4.2.3 The classification identification statement must explain clearly what items of information in the document are actually classified and at what levels. A statement such as the one below shall appear in the front of the document, preferably on the inside cover or before the title page.

Section I of this document is classified SECRET because it reveals (1) the location of operational radar sites on Program 333A and (2) the military application of the system.

**Marking of
Classified Material**

4.3 Overall Document Classification (Marking):

- 4.3.1 The overall classification of a document shall be as high as the highest classification of any information in the document. It may be higher than any specific classified item within the contents when the combined association of one or more lower classified items, requires higher classification protection.
- 4.3.2 The highest overall classification will be conspicuously marked or stamped at the top and bottom on the outside of the front cover (if any), on the title page (if any), on the first page, and on the outside of the back cover.

NOTE: *In such cases where a document does not utilize covers the reverse side of the last page must bear the overall classification top and bottom.*

4.4 Page Marking:

- 4.4.1 Each page of a document shall be conspicuously marked or stamped at the top and bottom with the highest classification of the information it contains.
- 4.4.2 Printed pages within a classified document that do not contain classified material will be marked "Unclassified" at the top and bottom.
- 4.4.3 Internal pages that are blank on one or both sides do not require any markings.
- 4.4.4 When necessary to achieve production efficiency each page within a document may be marked with the highest overall classification of the document as long as compliance with the portion marking requirements are met and such intentions are coordinated with and approved by the Document Control Center.

Marking of Classified Material

- 4.5 On each classified document, the subject or title shall be followed by its own classification (or by the designation Unclassified) in parentheses. For this purpose, the parenthetical abbreviations (TS), (S), (C), and (U), may be used respectively for TOP SECRET, SECRET, CONFIDENTIAL, and UNCLASSIFIED. (If possible, a classified document shall be assigned an unclassified subject or title.) Supplementary security abbreviations to be used, when applicable, are as indicated in section 4.1.8.
- 4.6 Original classified artwork shall have the security classification stamped or marked conspicuously in the top and bottom margins of the mounting board and on all overlays and cover sheets.
- 4.7 Maps, Drawings, Tracing, and Charts:
- 4.7.1 These shall be marked with the appropriate security classification at the top and bottom of the document. In addition to required page markings, it is also necessary to separately mark the classification of the map, drawings, etc. and its caption, if any.
- 4.7.2 If the information contained in the title block or scale is of a different classification than that contained in the balance of the document, the appropriate classification shall be placed as an explanation directly beneath the title block, legend or scale to differentiate between the overall classification assigned to the document and any classification assigned to the legend or title itself.
- 4.7.3 All other markings as prescribed by section 3.11 of this procedure.
- 4.7.4 When documents are rolled or folded over in such a manner that the classification cannot be readily seen, the outer surface of the document shall bear the appropriate classification.
- 4.8 Photographs, Films and Microfilm:
- 4.8.1 Classified photographs and films and their containers shall be conspicuously marked with their assigned classification.
- 4.8.2 Microfilm in roll form, motion picture films and video tapes shall be marked with the appropriate classification at the beginning and end of each roll.

**Marking of
Classified Material**

4.8.3 These and other classified negatives which do not lend themselves to marking shall be handled on a classified basis and shall be kept in containers, properly secured, which shall bear the classification marking to which the contents are entitled, date of origination and all other markings as would be required on a paper-type document. In addition, motion picture film and video tape shall state the classification in the title frame.

4.9 Sound Magnetic, and Other Recordings:

4.9.1 Classified sound, magnetic, and other recordings shall be marked with the appropriate classification. The containers in which such recordings are placed, while not in use, shall be marked conspicuously. For tapes and similar items, the marking normally shall be placed at the beginning and end of the roll. In addition, the appropriate classification shall be incorporated into the recording at the beginning and end in a manner which will assure that any person having access will know the information's classification.

4.9.2 In the case of disc or drum memory units utilized in automated data processing equipment which do not lend themselves to marking, the entire processing unit shall, when the memory units contain classified information, be marked securely with a tag, sticker, or similar device, denoting the appropriate classification.

4.9.3 Classified magnetic media, the end product of which is a computer printout, should have, whenever possible, the security classification level incorporated into the basic computer program to assure that the output (paper) will be marked with the proper classification.

4.9.4 Classified recordings, when erased by means other than authorized security degaussing equipment, must be marked, stored and controlled in accordance with the highest security classification ever recorded on the tape. When this results in the latter information being classified higher or lower than that previously recorded, an explanatory note must be affixed to the reel and to its container.

Marking of Classified Material

4.10 Classified Slide Presentations:

- 4.10.1 The lead or first slide used in a classified slide presentation shall have in the viewing area of the slide all of the required security classification markings and other prescribed security notations, as if it were the first or title page of a classified document.
- 4.10.2 The security classification of each slide shall be shown in the viewing area of each slide.
- 4.10.3 Each classified overhead slide will be marked with its own security classification and other prescribed security notations on the mounting of the slide.
- 4.10.4 The slide tray or container housing 35mm slides shall be marked with the highest security classification level of the container's content and shall additionally be marked with the other prescribed security notations.

4.11 Machine Listings:

Continuous form documents produced by AIS equipment shall be marked with the overall classification at the top and bottom of the first and last page, and on the front and back covers, if any. Internal pages need not be marked provided the document remains in an unburst state. However, if sections or individual pages are removed from a listing marked in this manner, each section or page must be marked and controlled as a separate document.

4.12 Letters of Transmittal:

- 4.12.1 A letter of transmittal shall be marked top and bottom with a classification as high as its highest classified enclosure. When appropriate, it should indicate that, upon removal of all classified enclosures, this letter may be downgraded or declassified. This information may be typed or stamped with the following notation:

**Marking of
Classified Material**

**UNCLASSIFIED WHEN SEPARATED
FROM CLASSIFIED ENCLOSURES**

- 4.12.2 When a multi-page letter of transmittal contains no classified information, only the first page need be marked with the highest classification of the enclosure(s).
- 4.12.3 Letters of transmittal which in themselves contain classified information shall be marked and treated as separate classified documents with appropriate paragraph marking and required security notations.

4.13 Additional Markings:

- 4.13.1 In addition to the required classification markings, all material containing classified information shall be marked appropriately with one or more of the notations prescribed in para(s) 4.13.2 through 4.13.5. The appropriate notation shall be printed, stamped, typed, or otherwise affixed conspicuously at least once on all classified material. Further, when a copy extract or paraphrase of a document contains classified information, or when a page, chapter, or other such component is extracted from a document, it shall also be marked conspicuously at least once with the appropriate notation. In the case of documents, these warning notices shall be conspicuously marked on the outside of the front cover (if any) or on the first page if there is no front cover. When display of warning notices on other materials is not feasible, the warnings shall be included in the written notification provided to recipients.
- 4.13.2 Restricted Data Notation — All material that contains Restricted Data classified information will be marked with the following notation:

[REDACTED]

**Marking of
Classified Material**

RESTRICTED DATA

This material contains RESTRICTED DATA as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

Classified by: _____

Classifier: _____

- 4.13.3 Formerly Restricted Data Notation — All material that contains classified information which has been removed from a Restricted Data category by joint action of the Atomic Energy Commission and the Department of Defense will be marked with the following notation:

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as RESTRICTED DATA in foreign dissemination. Section 144b, Atomic Energy Act, 1954.

Classified by: _____

- 4.13.4 Regrading/Downgrading, and Declassification — All classified material will bear the following completed notation on the face of the material. The notation shown below, and above in 4.14.2 and 4.14.3 are the only acceptable markings for classified material developed after the effective date of this procedure.
- 4.13.5 Determination of appropriate downgrading/declassification markings will be made from the applicable security guidance for the particular effort involved. If no security guidance is available, the Facility Security Officer should be contacted for assistance.

**Marking of
Classified Material**

<p>Classified by _____</p> <p>Downgrade to _____ On _____</p> <p>Declassify on _____</p>
--

4.14 Marking of Foreign Classified Material:

Foreign classified information shall be marked with the country of origin and with the appropriate foreign classification and the equivalent U.S. classification. Assistance in determining proper classification markings may be obtained by contacting the Facility Security Officer. These markings shall be applied to all classified information developed, produced, or reproduced from the original foreign classified material. In all cases, the notation concerning unauthorized disclosure is required. Many foreign governments and international organizations, such as NATO, use a fourth security classification, "Restricted," to denote a requirement for security protection of a lesser degree than CONFIDENTIAL.

4.15 Dissemination and Reproduction Notice:

4.15.1 Some User Agencies may restrict dissemination and reproduction of certain classified information which the Agency has determined should be subject to special limitations. The following statement must be included on the front cover of this special category of classified information:

<p>REPRODUCTION REQUIRES APPROVAL OF ORIGINATOR OR HIGHER GOVERNMENT AUTHORITY. FURTHER DISSEMINATION ONLY AS AUTHORIZED BY GOVERNMENT CONTRACTING ACTIVITY.</p>

4.15.2 Reproduction of all portions of the information contained in such documents is absolutely prohibited without the permission of the

**Marking of
Classified Material**

originating office or higher government authority. Also, further dissemination is restricted to persons authorized by the addressee. Dissemination outside the facility is prohibited without the permission of the Government Contracting Activity.

**Storage of
Classified Material**

1.0 PURPOSE AND SCOPE

To provide for the storage of classified material.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 All SECRET, and CONFIDENTIAL material shall be stored in an approved security container when not in use.

3.1.1 When “not in use” means any period of time, however short, when for any reason the material is not under the direct observation and control of cleared, access-authorized employees.

3.1.2 These storage containers will be approved by the Facility Security Officer prior to their use for storage of classified material.

3.2 Combinations for classified material containers will be changed when considered necessary by the Facility Security Officer or the Cognizant Security Agency, or when:

3.2.1 An employee who had been on the access listing for the combination terminates, is relieved of responsibility, or when the security clearance granted to any such person is downgraded to a lower level than the category of material stored, or is suspended or revoked by proper authority.

3.2.2 The combination of the container is suspected of being compromised or the container is left unlocked and unattended.

3.3 Any written record of a combination shall be marked with the highest classification of the material authorized for storage in the container.

3.4 A “Classified Container Information Form,” prepared by the Facility Security Officer will be affixed to the outside front of all approved classified material storage containers. This form contains the names,

Storage of Classified Material

addresses, and telephone numbers, of the primary and alternate custodian(s) of the container.

NOTE: *A new form must be completed by the Facility Security Officer when any employee listed on the form no longer has a need-to-know for the classified material stored within the container.*

- 3.5 Money or items of considerable monetary value, (e.g., precious metals, etc.), shall not be stored in an approved security container along with classified material.
- 3.6 Primary custodians must ensure that all alternate custodians approved for access to their security container possess the appropriate need-to-know and clearance(s) up to the level of classified material being stored.

4.0 PROCEDURE

4.1 Required Storage of Classified Material.

Facility Security Officer

1. Set the combination of the safe and provide the designated custodian with the security combination.

Employee/Supervisor

2. Notifies the Facility Security Officer when the need for the storage container no longer exists so the container may be retrieved for another employee's use and for the purpose of keeping all required security records current.

Classified Draft Material

1.0 PURPOSE AND SCOPE

To provide information pertaining to the marking, reproduction and destruction of classified draft material and working papers.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

- 3.1 All classified draft material shall be initially marked with the date that it's created, its overall classification including any applicable warning notices, and the annotation "Working Papers." Other markings required for finished documents are not required for working papers. However, assignment of portion markings to the extent practical will aid in applying proper markings to the finished product.
- 3.2 Origination — In addition to assigning the required security markings and notations, the author of the classified draft shall attach a security cover sheet to the document, the cover sheet must correspond to the highest level of classified information contained within the draft document.
- 3.3 Typing — The individual typing the draft material will mark the material exactly as the original draft.
- 3.4 Destruction — When no longer needed, classified working papers and draft materials shall be destroyed in accordance with Security Procedure No. 17, "Destruction of Classified Material."

Classified Meetings

1.0 PURPOSE AND SCOPE

To establish the requirements to ensure necessary security controls are effected at classified meetings.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 DEFINITIONS

Classified Meeting — Any conference, seminar, symposium, exhibit, convention, or any gathering of people dealing with classified material.

4.0 GENERAL

- 4.1 Employees attending a classified meeting away from the company will follow specific instructions from the facility, installation or agency conducting the meeting or refer to the instructions pertaining to "Visitor Control," Procedure No. 10.
- 4.2 When a classified meeting is conducted in a conference room within this facility, it is the responsibility of the individual in charge of the meeting to ensure that:
 - 4.2.1 The Facility Security Officer is notified of the time and date of the meeting.
 - 4.2.2 Only authorized individuals, visitors and/or employees, who have the appropriate clearance and "need-to-know" are in attendance.
 - 4.2.3 The meeting site is physically secure, i.e., doors are closed, windows are closed if an audible access possibility exists, and windows are covered if visual access is a factor.
 - 4.2.4 Attendees are advised by the meeting host regarding the highest security classification level to be discussed, and participants are provided with appropriate security classification guidance relating to the subject matter presented.

Classified Meetings

- 4.2.5 All notes, minutes, and summaries containing classified information taken during or resulting from the meeting are properly marked and processed through the Document Control Center, if required. Document Control Center processing is mandatory if visitors intend to take classified notes or any other classified material back to their respective facilities.
- 4.2.6 All classified material is properly stored in approved security containers during lunch and other breaks if the conference room is left unattended.
- 4.2.7 Blackboards containing classified material have been erased if the conference room is to be left unattended.
- 4.2.8 Classified conversations and/or audio visual sound track are maintained at a level low enough to prevent classified information from being over heard by unauthorized persons in adjoining areas.
- 4.2.9 Visitors are escorted as required.

**Downgrading and
Declassification**

1.0 PURPOSE AND SCOPE

To establish the method for downgrading/declassifying of classified information.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

- 3.1 All classified material generated or received must be marked in accordance with Executive Order 12356.
- 3.2 When classified information is determined, in the interest of national security, to require a different level of protection than that presently assigned, or no longer requires any such protection, it shall be regraded or declassified in order to preserve the effectiveness and integrity of the classification system and to eliminate unnecessary classification.
- 3.3 The previous Advanced Declassification Schedule (ADS), General Declassification Schedule (GDS), Exempt from General Declassification Schedule (XGDS) and declassification review are no longer authorized for use on classified material developed after August 1, 1982.
- 3.4 The previous schedules indicated in Section 3.3 are now superseded by Executive Order 12356 which uses a single notation to reflect downgrading and declassification information.

<p>CLASSIFIED BY: _____</p> <hr/> <p>DOWNGRADE TO _____ ON _____</p> <p>DECLASSIFY ON _____</p>

- 3.5 A Government Contracting Activity shall specify, by issuance of a "Contract Security Classification Specification" and other supplemental security classification guidance, the appropriate declassification/downgrading date or event assigned to specific subject matter, or the notation "Originating Agency's Determination Required" (OADR).

Downgrading and Declassification

- 3.6 Employees traveling in connection with classified visits (marketing visits, seminar or symposium attendance, visits to government agencies and other contractors) shall obtain all of the appropriate information regarding applicable security classification(s) and downgrading/declassification instructions for the subject matter discussed.

4.0 PROCEDURE

4.1 Marking Classified Material

- 4.1.1 The prescribed downgrading/declassification notation on all classified material shall be typed, marked, stamped or affixed on the front cover or first page (if no cover) of a classified document, or in a similarly prominent place. The new notation continues to provide the "Classified by _____" line. When completing this portion of the notation, the applicable Contract Security Classification Specification shall be identified by including its date and its related contract or Request for Proposal number.
- 4.1.2 If any single classification guidance source, in addition to the applicable classification specification is used, that source will also be identified in the Classified by-line.
- 4.1.3 If any other classification guidance sources, in addition to the classification specification and the first additional source are used in developing the material, the Classified by-line shall reflect the identification of the classification specification, its date, the contract number, the first additional source and the phrase, "and multiple sources (see bibliography)."
- 4.1.4 If no classification specification exists, indicate in the Classified by-line, the phrase "other applicable guidance sources (see bibliography)."
- 4.1.5 The "other applicable guidance sources" shall then be identified in a bibliography which shall be the last page, or otherwise part of the document or material. A Security Classification Bibliography shall be used to indicate those additional classification guidance sources that were used for development of the classified aspects of the material. Additionally, whenever the phrase

**Downgrading and
Declassification**

“other applicable guidance sources” is used in the Classified byline of the notation, footnotes or notes shall be used on those pages within the document where the classified information appears, for its identification and to provide a cross-reference to that particular guidance source within the bibliography.

- 4.1.6 Identification of a classification guidance source other than the classification specification will be sufficiently complete, standing alone, to identify it, including its title, date, downgrading/ declassification information and the organization of the original classifier when known.
- 4.1.7 Most Restrictive Marking Determination. In all cases where a new document or material is classified based on “multiple sources,” the most restrictive date or event for declassification shown on any source shall be assigned to the new document or material. If any source shows the notation “Originating Agency’s Determination Required” or “OADR,” the new document or material shall also be assigned this notation. For example, if one source indicates declassification on December 31, 1998 and another source indicates “Originating Agency’s Determination Required” or “OADR,” the notation “Originating Agency’s Determination Required” or “OADR” shall be assigned the new material because it is the most restrictive marking.

4.2 Restricted Data and Formerly Restricted Data

Either of the following notations shall be used, as appropriate, and in lieu of the downgrading/declassification notation in paragraph 3.4 above, when the security classification guidance stipulates that the information is categorized as Restricted, or Formerly Restricted Data.

**Downgrading and
Declassification**

RESTRICTED DATA

This material contains RESTRICTED DATA as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

Classified by: _____

Classifier: _____

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as RESTRICTED DATA in foreign dissemination. Section 144b, Atomic Energy Act, 1954.

Classified by: _____

- 4.3 Downgrading/Declassification Actions for Pre-August 1, 1982, Material.
- 4.3.1 Documents and material classified under Executive Order 12065 and predecessor Executive Orders that are marked for automatic downgrading or declassification on a specified date or event may be downgraded and declassified pursuant to such markings. Information extracted from these documents or material for use in new documents shall be marked for declassification as specified in the source document.
 - 4.3.2 Documents and material classified under Executive Order 12065 and predecessor Executive Orders that are not marked for automatic downgrading or declassification on a specified date or event shall not be downgraded or declassified without authorization of the originating agency. Such documents or

**Downgrading and
Declassification**

material need not be re-marked. Information extracted from these documents or material for use in new documents or material shall be marked for declassification upon the determination of the originating agency, that is, the "Declassify on" line shall be completed with the notation "Originating Agency's Determination Required" or "OADR."

4.3.3 Extracts of Information

Information extracted from a classified source shall be derivatively classified, or not classified, in accordance with the classification markings shown in the source. The overall and internal markings of the source should supply adequate classification guidance. If internal markings or classification guidance are not found in the source, and no reference is made to an applicable and available classification guide, the extracted information shall be classified according to the overall marking of the source, or guidance obtained from the classifier of the source material.

4.4 Regrading of Classified Material

- 4.4.1 When regrading instructions are received from any source other than the Facility Security Officer, such information must be forwarded to the Security office so that the appropriate instructions may be distributed to all holders of the material.
- a. An authority memorandum to regrade classified material will be issued to the custodians of the material by the Facility Security Officer for all regrade actions except those actions identified within the downgrading and declassification notation on the document or material.
 - b. Upon receipt of a regrade authority memorandum, the notation below shall be completed and affixed to the front cover or first page (if no cover) of each regraded document and the document re-marked as regraded material.

THIS DOCUMENT RECLASSIFIED

Downgrading and Declassification

TO _____ AUTHORITY _____ BY DATE _____

NOTE: *When separate pages, paragraphs, etc., are regraded upon proper authority, the page(s) changed shall cite the regrade authority and appropriate changes shall be made to the parenthetical abbreviation of the paragraphs effected and the overall page marking.*

- 4.4.2 The Facility Security Officer will periodically remind all custodians of classified material of their responsibility to review their holdings for potential downgrading or declassification actions in accordance with the provisions of Executive Order 12356.
- a. Physical downgrading of classified material is the responsibility of the material's custodian and is carried out by drawing a circle around the downgrade and declassification notation on the document and by re-marking the document in accordance with the following provisions:
 - b. Regraded documents and material shall be marked or stamped (not typed) with the new appropriate classification, if any, and the older markings shall be lined through, except that permanently bound documents, if downgraded, need only be regraded on the front and back covers, and title, first and last pages.
 - c. If the classification is canceled, the markings shall be lined through, except for permanently bound documents, which will require only cancellation markings on the front and back covers, title, first and last pages.
 - d. Prints of motion picture film shall show regrading action on leaders attached between the plain leader and the first title frame. Material such as plates, negatives, standing type,

**Downgrading and
Declassification**

proofs, etc., will have an attached statement showing the regrading which will not alter the re-use of the material.

- e. Marking of regraded material shall be accomplished upon receipt of notification that a document has been downgraded or declassified, except that copies contained in bulk files need not be marked until they are withdrawn for use. However, the change or cancellation of classification shall be indicated inside the file drawer or outside the storage container. Meanwhile, the material shall be protected according to its classification. The material shall be physically regraded prior to submitting a retention request.
- f. It will be the responsibility of the person for whose use the documents were procured from the Defense Technical Information Center (DTIC) to accomplish the aforementioned action, and to complete the marking of the regraded document on each internal page when the document is received. Any questions about the correct classification of any portion of such a document will be directed to the Facility Security Officer.

5.0 RELEASE OF DECLASSIFIED INFORMATION

Declassification, either automatically or by Originating Agency's determination, is not automatically an approval for public disclosure. Accordingly, Security Procedure No. 04, "Public Release," shall be complied with prior to the public release of any previously classified information.

**Restricted Data and
Formerly Restricted Data**

1.0 PURPOSE AND SCOPE

To establish the requirements for the control of Restricted Data and Formerly Restricted Data information.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

- 3.1 Only individuals possessing final clearances granted by the government are authorized access to Restricted Data and Formerly Restricted Data information. Neither Limited Access Authorizations (LAA), company-granted CONFIDENTIAL clearances nor Interim SECRET or Interim CONFIDENTIAL clearances granted by the government are valid for access to Restricted Data and Formerly Restricted Data.
- 3.2 The other provisions of Security Procedures applying to handling, storage, reproduction, transmission, and need-to-know are applicable to Restricted Data and Formerly Restricted Data.
- 3.3 Classified material containing Restricted Data or Formerly Restricted Data shall, in addition to having the appropriate security classification markings, have either one of the following appropriate notations, printed, typed, stamped, or affixed conspicuously to the material.

NOTE: *On documents, the notation shall appear only once on the cover or, if no front cover, on the title or first page.*

RESTRICTED DATA

This material contains RESTRICTED DATA as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

Classified by: _____
Classifier: _____

Restricted Data and Formerly Restricted Data

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as RESTRICTED DATA in foreign dissemination. Section 144b, Atomic Energy Act, 1954.

Classified by: _____

- 3.4 Restricted Data and Formerly Restricted Data shall not be transmitted or otherwise made available to any Regional Defense Treaty Organization (NATO) or foreign government while it remains classified defense information, except under the provisions of the Atomic Energy Act of 1954, as amended and in accordance with instructions issued by the Government Contracting Activity.
- 3.5 Restricted Data and Formerly Restricted Data are exempted from downgrading and declassification.
- 3.6 All paragraphs, subparagraphs, titles of figures, captions, etc., within a classified document which contains Restricted Data, or Formerly Restricted Data, shall be preceded by the parenthetical classification abbreviations, e.g., () (RD), or () (FRD), as appropriate.

NOTE: *Appropriate security classification abbreviations must be inserted in the space before the (RD), or (FRD) abbreviations above.*

**Classified Material
Disposition**

1.0 PURPOSE AND SCOPE

To establish the requirements for the initial handling and final disposition of classified material which was:

- 1.1 Furnished by a government agency (including all reproductions);
- 1.2 Developed or received in connection with miscellaneous or "Field of Interest" efforts including classified bibliographies, special interest projects, seminar/symposium reports, long range scientific and technical planning programs, planning briefings for industry, unsolicited proposals, independent research projects, and marketing information reports.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

- 3.1 Classified material of the types indicated by Paragraphs 1.1 and 1.2, unless already destroyed or authorized for retention, must be returned or surrendered to the Government Contracting Activity in accordance with the following schedule:
 - 3.1.1 Within 180 days after the opening date of bids, proposals or quotes.
 - 3.1.2 Within 180 days after notification that a bid, proposal or quote has not been accepted.
 - 3.1.3 If a bid was accepted, within two years after final delivery of goods or services, or upon complete termination of the contract which ever comes first.
- 3.2 In special cases it is possible to retain classified material beyond the aforementioned schedule when a bid is not accepted or upon completion or termination of a contract provided that such retention can be justified and it is agreed to by the Government Contracting Activity. Authorization to retain classified material may be granted only:

Classified Material Disposition

- 3.2.1 When it is necessary to retain certain classified material for the maintenance of essential records; or
- 3.2.2 When the material will assist the company in independent research and development efforts.
- 3.2.3 When the material being retained is patentable or is proprietary data in which the company has title; or
- 3.2.4 When retention of certain classified material will mutually benefit the government and the company in the performance of current or anticipated Government Contracting Activity efforts; and
- 3.2.5 When the company requests retention authority in writing, stating proper justification, the period of time that retention is necessary and identifies the classified material for which retention is being requested.

4.0 PROCEDURE

- 4.1 Reporting Receipt of Classified Bid Request and Actions to be taken after Bid or No-Bid Decision:

Marketing Services

- 1. Provides notification of the bid or no-bid decision to the Facility Security Officer as much in advance of the proposal due date as possible.
- 2. If no-bid decision is received, returns the bid set, and any classified reproductions, to the Document Control Center.

Facility Security Officer

- 3. If a bid is submitted and is not accepted then, within 180 days of notification; or if the bid is accepted then, upon completion or termination of the contract, generates listing of the accountable classified material received, reproduced or developed during the effort and forwards the list to the holders of the classified material.

Custodian(s)

**Classified Material
Disposition**

4. The custodian will review the listing and determine what material, if any, should be retained. The custodian also adds to the listing any non-accountable material that should be retained and returns to the Document Control Center any classified material not desired for retention.
5. Forwards the list, along with adequate justification as indicated in 3.2 above for retention and the number of years retention is deemed necessary, to the Facility Security Officer for submission to the Government Contracting Activity.

4.2 Disposition of Miscellaneous and "Field of Interest" Material

Facility Security Officer

1. Maintains a record of such items and, in each case, prior to the expiration of one year from the date of receipt, recalls the item back into the Document Control Center for destruction; based on justification provided by the custodian, submits a formal request for retention to the Government Contracting Activity, if one exists, or to whatever Government activity originated or is otherwise administratively responsible for its proper disposition.

4.3 Completion or Termination of a Contract

Facility Security Officer

1. Upon receiving retention justification from the concerned custodians, the Facility Security Officer will generate a listing of the classified material selected for retention. This list will be submitted along with a formal request for retention, to the appropriate Government Contracting Activity or other responsible Government activity. This action will normally occur within 180 days after the completion or termination of a contract.
2. Residual classified material not requiring retention shall be processed for destruction.

5.0 EXCEPTIONS

Classified Material Disposition

- 5.1 Occasionally, instructions will be received with classified bid material regarding its own disposition or disposition of classified material subsequently developed or received during the bid effort. When this occurs the directions given by the Procurement Activity will apply and will be adhered to.
- 5.2 Government Contracting Activity authorization for retention of the following types of records is not required:
 - 5.2.1 Records retained by the company as permitted by the records retention clause of the basic contract, (e.g., contract document, financial records, etc.)
 - 5.2.2 Records already authorized for retention for a specific period either under the terms of the basic contract or as authorized by the Government Contracting Activity during the contract period.
 - 5.2.3 In each of the above cases, the material to be retained must be reported to the Government Contracting Activity and must be identified in the manner previously described.

**Loss, Compromise or
Suspected Compromise**

1.0 PURPOSE AND SCOPE

To establish the method to be followed in the event of loss, or suspected compromise of classified information.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 Each employee shall immediately report to the Facility Security Officer any information concerning the possible or actual loss or compromise of classified information or material.

3.2 The Facility Security Officer will direct an investigation of the possible loss or suspected compromise and coordinate the investigation with the General Manager.

3.3 In incidents involving the possible loss or suspected compromise of classified information the Facility Security Officer will immediately conduct a complete investigation of the incident.

3.4 The investigation will include, but not be limited to:

3.4.1 An audit of all classified holdings of the custodian concerned;

3.4.2 Determination if material has been lost or if compromise is suspected;

3.4.3 The violation or practice which led to the loss or compromise;

3.4.4 Proposed corrective action to ensure that a similar incident shall not re-occur.

3.5 The Facility Security Officer will submit a final report to the Cognizant Security Agency which will be coordinated with the General Manager and will include:

3.5.1 Identity of the classified information or material involved;

3.5.2 A resumé of the essential facts surrounding the incident;

Loss, Compromise or Suspected Compromise

- 3.5.3 The name, social security number, date and place of birth, and position of the individual(s) primarily responsible for the incident, including a record of prior loss, compromise or suspected compromise, if any;
 - 3.5.4 A statement of the corrective action taken to prevent a recurrence of similar incidents;
 - 3.5.5 Specific reasons for concluding: (1) loss or compromise occurred; (2) compromise is or is not suspected; or (3) compromise did not occur.
- 3.6 If an investigation reveals that a loss, compromise or suspected compromise of classified information occurred while such information was in the U.S. postal system the Facility Security Officer shall promptly notify the appropriate Postal Inspector.

4.0 PROCEDURE

- 4.1 Loss or Suspected Compromise of Classified Information within the facility.

Custodian

1. Upon becoming aware of the physical loss or suspected compromise of classified material, makes an immediate report of the incident to the Facility Security Officer.

Security & Custodian

2. Conducts a physical audit of the custodian's security container. Material relocated during the inquiry shall not be considered lost or suspected compromised unless established facts clearly warrant such a conclusion. Investigative action may be terminated at anytime upon the direction of the Facility Security Officer.

Facility Security Officer & Custodian's Supervisor

3. Considers evidence of carelessness to determine the need for corrective action. In cases where a document, which was out of the

**Loss, Compromise or
Suspected Compromise**

assigned custodian's control, is located during the initial inquiry confirms that classified information is lost or suspected compromised, the following action shall be taken:

Facility Security Officer

4. Prepares an investigative report on the loss or suspected compromise.
5. Reports the incident concurrently to the General Manager.
6. Based on the investigation, circumstances etc., and depending upon sensitivity of the material, conducts further investigation into the matter or advises appropriate Government authorities of the incident.

4.2 Loss or Suspected Compromise of Classified Information away from the facility but within the United States.

Custodian/Courier

1. Reports the loss or suspected compromise to the Facility Security Officer without delay. If immediate contact with the Facility Security Officer cannot be made, notifies the local office of the Federal Bureau of Investigation and furnishes sufficient facts to assist in the identification and recovery of the information.

Facility Security Officer

2. Notifies the local office of the Federal Bureau of Investigation (if the custodian has not already done so) and furnishes sufficient facts to assist in the identification and recovery of the information.
3. Notifies the General Manager and the Cognizant Security Agency of the incident.
4. Generates written reports of the incident to appropriate government authorities and company management.

4.3 Loss or Suspected Compromise of Classified Information outside the United States.

Custodian/Courier

**Loss, Compromise or
Suspected Compromise**

1. Contacts the nearest U.S. authority immediately, (i.e., U.S. Military installation or the U.S. Embassy) within the country or possession and furnishes sufficient facts to assist in identification and recovery of the information.
2. Reports the incident to the Facility Security Officer as soon as possible.

Facility Security Officer

3. Proceeds as outlined in Procedure 4.2, sections 2 through 5.

**Automated Information
Systems**

1.0 PURPOSE AND SCOPE

To establish procedural responsibilities for the safeguarding of classified information and material contained in or handled by Automated Information Systems (AIS)

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 DEFINITIONS

- 3.1 Automated Information System (AIS) — An assembly of computer hardware, software, and firmware configured for the purpose of automating the function of calculating, sequencing, storing, retrieving, displaying, communicating or otherwise manipulating data, information and textual material.
- 3.2 AIS Security — The combination of security safeguards required to provide an acceptable level of protection for an automated information system and the classified data processed on that system. Safeguards encompass: all hardware/software functions, accountability control, operational and access control procedures, and physical security measures.
- 3.3 Computer Facility — Comprised of one or more automated information systems within a single area.
- 3.4 Computer Hardware — Any physical equipment or device used in the configuration and operation of an automated information system. All of the physical components of an AIS — the mainframe housing the CPU, the peripheral devices and cables connecting the system are collectively referred to as hardware.
- 3.5 Embedded System — An automated information system that performs or controls a function, either in whole or in part, as an integral element of a larger system or subsystem such as, ground support equipment, flight simulators, engine test stands, or fire control systems.
- 3.6 Firmware — A method of organizing control of an automated information system through the use of a micro-programmed structure in addition to, or rather than, software or hardware. Micro-programs are composed of micro-instructions, normally resident in read-only memory (ROM), to

Automated Information Systems

control the sequencing of computer circuits directly at the detailed level of the single machine instruction.

- 3.7 Intelligent Terminal — A terminal that is programmable, able to accept peripheral devices, able to connect with other terminals or computers, able to accept additional memory, or which may be modified to have these characteristics.
- 3.8 Network — A communications medium and all components attached to that medium whose responsibility is the transference of information. Such components may include AISs, packet switches, telecommunications controllers, key distribution centers and technical control devices.
- 3.9 Operating System — An integrated collection of computer programs that controls all resources of the automated information system, internally manages job flow through the computer, and plays a central role in assuring the secure operation of the system.
- 3.10 Remote Terminal — A device for communication with an AIS system from a location that is not within the central computer facility.
- 3.11 System Software — A set of computer programs, procedures and associated documentation that control, monitor or facilitate use of the automated information system. These include operating systems, programming languages, utility programs, security packages, and commercial application packages such as word processing and graphics design.
- 3.12 Transmission — The sending of information from one location to another by radio, microwave, laser, or other non-connective methods, as well as by cable, wire, or other connective medium.

4.0 GENERAL

- 4.1 All AIS systems within the company require the initial approval of the Facility Security Officer, and the Cognizant Security Agency, prior to processing classified information.
- 4.2 The company shall appoint an Information Systems Security Representative (ISSR) who is responsible for establishment and implementation of practices and procedures prescribed for the

**Automated Information
Systems**

safeguarding and control of all AIS systems utilized for the processing of classified information.

- 4.3 Each AIS system approved to process classified information shall provide the continuous employment of protective features in the systems hardware configuration and software design and operation, together with other appropriate administrative, personnel, physical and communications security measures, controls and constraints needed to provide an acceptable level of protection for the classified information involved. The procedures and methods necessary to safeguard classified information depend upon the nature of the AIS system and the use to which it is put.
- 4.4 In each case the Information System Security Representative will submit an AIS Security Plan to the Cognizant Security Agency for approval. This document will be generated in cooperation with the organization requesting system approval and will include as a minimum:
- 4.4.1 AIS system security mode.
 - 4.4.2 Personnel and physical controls
 - 4.4.3 Hardware and software configuration and security controls.
 - 4.4.4 Transmission controls.
 - 4.4.5 Administrative/procedural controls.
- 4.5 Upon government approval, the AIS Security Plan will govern all classified activities of that specific system.

5.0 PROCEDURE

- 5.1 Request for AIS system approval to process classified information.

Requesting Manager/ Supervisor

1. Notifies the Information System Security Representative of the requirement for classified AIS system operation.
2. Completes AIS Security Plan worksheet provided by the Information System Security Representative and returns it to the Security Office.

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3. Reviews formal AIS Security Plan and provides comments to the Information System Security Representative.

Information System Security Representative

4. Coordinates meeting with Manager/ Supervisor and Cognizant Security Agency representative to view the AIS system, its operation, and the AIS Security Plan pertaining to the system.
5. Notifies Manager/Supervisor of receipt of approval to process classified information on the AIS system and indoctrinates all system users on the applicable security procedures and safeguards.

5.2 Modifications affecting an approved AIS system.

1. A revised version of the AIS Security Plan must be completed, and re-approval of the system obtained by the Cognizant Security Agency whenever a major system modification is made. Major modifications would consist of:
 - a. Major changes in personnel access requirements.
 - b. Relocation or structural modifications of the AIS facility.
 - c. Additions, deletions or changes to main frame, storage or input/output devices.
2. The Information System Security Representative must be notified of any intent to effect a major system modification in sufficient time to prepare a revised AIS Security Plan and receive re-approval from the government prior to processing classified information on the modified system.

Graphic Arts/Publications

1.0 PURPOSE AND SCOPE

To provide the requirements for safeguarding classified information in the facility's Graphic Arts, Publications and Reproduction areas during the development, production and post-production phases (Note: Whenever the term Graphic Arts is used, it shall apply equally to Publication and Reproduction activities)

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 All areas in which classified Graphic Art services will be performed shall, whenever possible, be initially designed in such a manner as to separate unclassified processes from those which are classified. Adequate controls must be established to deny access to classified information by unauthorized persons.

3.2 When classified material is being processed within the Graphic Arts area, all reasonable means will be taken by attendant employees to prevent access to the material by unauthorized persons.

3.3 Area Designation and Controls

3.3.1 When unauthorized access to classified information cannot be effectively denied by use of reasonable means, the area in which the material is being developed, processed, etc., shall be secured by restricting access to the area and by designating it as a "Restricted Area." The following actions will be taken by the Graphic Arts Supervisor to restrict access to the area:

- a. All entrance/exit points to the area shall be secured, i.e., closed and locked or sectioned off to prohibit general access to the area.
- b. An access list consisting of Graphic Arts employees and designated support personnel, all appropriately cleared and certified by the Facility Security Officer, will be posted at the

Graphic Arts/Publications

primary access point to the area. Individuals on this list will be authorized unlimited access to the "Restricted Area."

NOTE: *The supervisor of the Graphic Arts activity shall immediately advise the Facility Security Officer of any additions or deletions to the access list to ensure its accuracy.*

- c. A sign, noting that the area has been designated a "Restricted Area" shall be posted at the outer entrance to the area.
- d. Admittance to the "Restricted Area" shall be under the direct control of appropriately cleared, access authorized employee(s) designated by the Graphic Arts Supervisor.
- e. Uncleared employees or visitors shall not be admitted to the "Restricted Area" until it has been determined that they can be effectively denied access to the classified material being processed in the area.
- f. A Visitor's Register will be maintained at the entrance to the "Restricted Area." All persons, other than those on the approved access list, will be required to register when entering and leaving the area. The Register will be maintained by the employee(s) controlling access to the area.

3.3.2 All classified material within the Graphic Arts area must be stored in approved security containers when not in use.

3.4 Pressrooms

3.4.1 While the press is being prepared or in operation, it shall be identified at the same level as the classified material being printed. The press shall remain so identified until the print run has been completed and all classified material removed.

Graphic Arts/Publications

NOTE: *Marking and identification of the press is not required for press runs of short duration provided that the run is completed before the end of the work day.*

- 3.4.2 Classified plates and rubber blankets shall be removed from the press upon completion of the run and be either brought to the Document Control Center for destruction, or stored in an approved security container pending disposition.
- a. Classified plates and rubber blankets may be re-used only on classified productions.
 - b. Classified plates and rubber blankets to be retained for re-use on subsequent classified productions shall be identified with the highest security classification level of information for which the plate or rubber blanket has been used.
- 3.4.3 Upon completion of the production run, rollers and other parts of presses which retain impressions of classified information shall be cleaned to remove the classified information.
- 3.4.4 Classified waste material, (e.g., paper stock used for press make-ready, spoilage during press run, etc.), shall be put into boxes or containers which are marked with the security classification level of the material it contains and immediately brought to the Document Control Center for destruction.
- 3.5 Marking of Classified Material
- 3.5.1 All of the security classification marking provisions of Procedure No. 13, "Marking of Classified Material," equally apply to all material being developed in the pre-production stages within the graphic arts activities.

1.0 PURPOSE AND SCOPE

- 1.1 This facility has been authorized to receive and hold TOP SECRET material. Any person having access to such information is responsible for providing safeguards for TOP SECRET information to ensure its protection. Dissemination of TOP SECRET information is strictly limited. Its disclosure is restricted to those persons who possess a TOP SECRET clearance and have a clearly defined need-to-know.
- 1.2 This procedure establishes the requirements governing the control of TOP SECRET information.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

- 3.1 The Facility Security Officer and/or alternate will implement and monitor all procedures necessary to effectively control TOP SECRET information in the custody of this facility.
 - 3.2 TOP SECRET Briefing Criteria:
 - 3.2.1 Each employee granted access to TOP SECRET information will be briefed by the Facility Security Officer or designated alternate prior to actually having access to information classified TOP SECRET.
 - 3.2.2 This briefing will include the special controls required in the accountability, handling and storage of TOP SECRET information; the limitations placed upon disclosure; and the special requirements for generation, reproduction, transmission, and destruction of TOP SECRET documents.
 - 3.2.3 Each employee granted a TOP SECRET clearance will be debriefed by the Facility Security Officer or alternate prior to his/her employment termination. This debriefing will stress the employee's continuing responsibility to safeguard any classified information, including TOP SECRET, of which the employee has knowledge.
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**Top Secret
Information**

- 3.3 Generation of TOP SECRET Material (Classification Authority) — Authority for the original assignment of a TOP SECRET classification is limited to U.S. government officials who have been delegated the authority in writing.
- 3.3.1 In order to assign a TOP SECRET classification to any document generated at this facility, authority must be obtained from the appropriate Government Contracting Activity.
- 3.3.2 The classification authority is normally encompassed in the Contract Security Classification Specification furnished by the Government Contracting Activity and any supplemental guidelines.
- 3.4 Marking TOP SECRET Material:
- 3.4.1 All pages of TOP SECRET material generated or reproduced must be conspicuously stamped with the designation TOP SECRET and the documents marked with all required additional notices provided in Security Procedure No. 13, "Marking of Classified Material."
- 3.4.2 Each TOP SECRET document will be assigned serialized copy numbers. This number will appear directly beneath the classified document accountability number on the cover or title page of each copy of the document and will indicate the total number of copies generated, (i.e., Copy ___ of ___ Copies).
- 3.4.3 All pages will be consecutively numbered, starting with the first printed page, including the title page of the document. The total number of pages will be indicated on the title page of the document, (e.g., "this document contains ii and 15 pages").
- 3.5 Accountability Criteria:
- 3.5.1 Internally produced TOP SECRET material shall be brought to the Document Control Center for accountability control whenever the first of any of the following events occur:
- a. It is completed as a finished document.

- b. The material is retained for more than 30-days after creation, regardless of the state of the document.
- c. The material is transmitted outside the facility.

NOTE: *Extracts made from TOP SECRET documents are to be handled in the same manner as the original document if the information extracted is classified as TOP SECRET. Questions on proper classification of extracts shall be referred to the Facility Security Officer.*

3.5.2 Inventories:

- a. On an annual basis, or when circumstances warrant, the Facility Security Officer will conduct a physical inventory of all TOP SECRET material in the custody of employees. These items will be sighted and all containers and areas approved for the storage of TOP SECRET material will be reviewed to ensure compliance with all of the requirements relating to marking, accountability and safeguarding.
- b. Custodians of TOP SECRET material may request an inventory listing of material for which they are accountable at any time.

3.5.3 Internal Transfers of Material:

- a. Whenever possible, TOP SECRET information should be disseminated verbally and visually without the physical transfer of the material.
- b. All transfers of TOP SECRET material must be handled through the Document Control Center.

3.5.4 External Transmittals:

- a. TOP SECRET material may not be removed from the facility unless express authorization has been obtained from the Government Contracting Activity.

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Information**

- b. Whenever it is necessary to make such an external transmission, the Program Manager must advise the Facility Security Officer well in advance of the time of transmittal to assure that appropriate approval may be obtained.
- c. When approval has been obtained, only those persons who have been designated as TOP SECRET couriers may hand-carry the material.
- d. The Facility Security Officer or alternate will brief each TOP SECRET courier on the required safeguarding procedures for the material.
- e. The U.S. Mail and the facilities internal mail system may not be used for the transmittal of TOP SECRET material.

3.6 Destruction Criteria:

- 3.6.1 All destruction of TOP SECRET material will be accomplished by appropriately cleared employees designated by the Facility Security Officer.
- 3.6.2 All destruction records will be maintained by the Document Control Center.
- 3.6.3 All TOP SECRET waste material, (i.e., material which is not under accountability control, including preliminary drafts, carbon sheets, carbon ribbons, stencils, stenographic notes, work sheets and similar items containing TOP SECRET information), will be brought to the Document Control Center for destruction.

NOTE: *Pending destruction, TOP SECRET waste will be placed in a classified "burn bag," marked to indicate that it contains TOP SECRET material, and safeguarded in the same manner as other TOP SECRET material.*

3.7 Reproduction:

- 3.7.1 Top Secret documents may be reproduced as necessary in the preparation and delivery of a contract deliverable. However, reproduction for any other purpose requires the consent of the concerned Government Contracting Activity.
- 3.7.2 Only the Facility Security Officer may authorize the reproduction of TOP SECRET material. This will be accomplished by endorsing the applicable portion of the "Classified Material Reproduction Request/Authorization," and coordinating appropriate safeguards for reproducing the material.

3.8 Storage Criteria:

- 3.8.1 All TOP SECRET material must be stored in an approved Closed Area or in a safe approved by the Facility Security Officer.
- 3.8.2 Every effort should be made to segregate TOP SECRET material from other classified material stored within the same container.
- 3.8.3 The combinations to TOP SECRET security containers and Closed Areas will be changed upon the transfer or termination of any person having knowledge of the combination, if there is compromise or suspected compromise of the combination, or when considered necessary by the Facility Security Officer or the Cognizant Security Agency.

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NOTE: *The setting of all combinations to TOP SECRET security containers and Closed Areas will be accomplished by the Facility Security Officer or designated alternate.*

3.9 TOP SECRET Controlled Areas Criteria:

3.9.1 General — To facilitate the handling of TOP SECRET material under normal working conditions, Closed or Restricted Areas may be established. Each Area must be approved by the Cognizant Security Agency. A TOP SECRET Controlled Area shall offer separation from adjacent areas by a physical barrier capable of preventing entry by unauthorized persons and of preventing visual observation or aural access to TOP SECRET material or information by unauthorized persons.

3.9.2 Access List:

- a. The Program Manager for the TOP SECRET effort will designate individuals who are authorized unescorted access to the TOP SECRET Controlled Area.
- b. The Facility Security Officer, based on the above information from the Program Manager, will verify all clearances of designated individuals, prepare an access list which will be posted at the entrance to the TOP SECRET Controlled Area.
- c. Any additions or deletions to access listings shall be immediately furnished by the Program Manager to the Facility Security Officer who shall prepare a revised access list for posting.

3.9.3 Admittance — The following categories of personnel are authorized admittance to a TOP SECRET Controlled Area, provided that all requirements outlined below for each category are met:

- a. Permanent Access Personnel may be admitted at any time during normal working hours.

- b. Visitors who are not listed on the Controlled Area List but have a requirement for access to the area and to TOP SECRET information within, may be admitted when escorted by one of the persons designated on the permanent Access List. The escort must verify the identity of the visitor(s) and receive an assurance from the Facility Security Officer that the visitor is cleared to the level of TOP SECRET. Both the visitor and escort must sign the Area Visitor Register.
 - c. In cases where access to the TOP SECRET Controlled Area is required for periodic maintenance, such service personnel need not possess a TOP SECRET clearance. However, these individuals must remain under continuous escort while in the area and access to TOP SECRET information must be effectively precluded.
- 3.10 Loss, Compromise or Suspected compromise of TOP SECRET information or Deviation from Established TOP SECRET Procedures:
- 3.10.1 Incidents Occurring within the Facility:
- a. Any loss, compromise or suspected compromise of TOP SECRET information, or any deviation from the requirement of this instruction must be reported without delay to the Facility Security Officer.
 - b. The employee discovering the incident should remain at the scene pending the arrival of the Facility Security Officer and efforts should be taken to prevent further disclosure to unauthorized persons.
 - c. The Facility Security Officer will initiate an immediate investigation to determine the extent of damage resulting from the possible loss, compromise or mishandling of TOP SECRET information.
- 3.10.2 Incidents Occurring Away from the Facility:
- a. Any incident involving TOP SECRET material being transmitted by an employee in his/her capacity as a TOP

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SECRET courier must be reported immediately to the nearest office of the Federal Bureau of Investigation. A concurrent report will be made to the Facility Security Officer via the fastest available means of communication.

- b. Detailed instructions concerning emergency procedures and actions to be taken in case of loss, compromise or suspected compromise of TOP SECRET information in transit will be furnished to each courier prior to an external transmission of TOP SECRET material.

**NATO Classified
Information**

1.0 PURPOSE AND SCOPE

To establish the procedure for the control of NATO (North Atlantic Treaty Organization) information.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

- 3.1 Employees requiring access to NATO information will be briefed by the Facility Security Officer or alternate regarding their responsibility for safeguarding such information before access is authorized.
- 3.2 Access to classified NATO information (other than Restricted) requires a final clearance at the appropriate level.
- 3.3 A fourth level of classification under the NATO regulations which denotes classified information of less sensitivity than NATO Confidential is NATO Restricted. A clearance is not required for access to NATO Restricted documents, however, access should be limited to employees who provide support to the NATO program or contract.
- 3.4 Employees may not grant visual or aural access to NATO information to individuals who have not been granted a NATO Access Authorization.
- 3.5 The originator is responsible for ensuring that all NATO Classified Material generated at this facility is entered into the Classified Material Control accountability system.
- 3.6 Any and all transactions regarding reproduction, external transmittal and destruction of NATO material must be processed through the Document Control Center.
- 3.7 NATO classified material shall be stored in containers specifically approved by the Facility Security Officer. However, NATO Restricted Material may be secured in locked desks or key locked files to prevent unauthorized access. Combinations of approved storage containers shall be changed by the Facility Security Officer annually or when otherwise required, (i.e., prime or alternate custodian's transfer, termination, leave of

NATO Classified Information

absence, discharge, upon initial receipt, or upon loss or suspected compromise of the combination of the container).

- 3.8 Government Contracting Activity approval is required prior to negotiating a NATO classified subcontract in the United States or in another NATO country.
- 3.9 NATO classified material may only be downgraded or declassified by the originating member country.
- 3.10 Classified information contributed by a NATO member nation remains the property of the originating nation even though it is circulated in a document belonging to NATO.
- 3.11 All NATO classified material furnished to the company shall be transmitted outside of the Continental United States only by authority of the Government Contracting Activity on a government-to-government basis.
- 3.12 Marking of NATO classified material — Procedures 05 “Classification Review and Release of Information,” and 13, “Marking of Classified Material,” also apply to NATO material. In addition, NATO RESTRICTED, NATO CONFIDENTIAL and NATO SECRET documents will be stamped or marked “NATO” at the top and bottom of the cover, title page, first page, and back of the document and on each page containing NATO information.
- 3.13 Hand-carrying of CONFIDENTIAL and SECRET material across international borders is prohibited unless prior approval has been obtained from the Cognizant Security Agency which will issue a NATO courier certificate.
- 3.14 NATO overseas visit requests must be submitted to the Facility Security Officer at least sixty (60) days in advance of the proposed travel, to ensure timely processing and approval by the Cognizant Security Agency.

**COMSEC
(Communications Security)**

1.0 PURPOSE AND SCOPE

To provide the requirements governing the handling and control of classified Communications Security (COMSEC) Material.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 DEFINITIONS

- 3.1 Accountable — As it applies to Communications Security (COMSEC) Material, accountable refers to two (2) categories of material:
- 3.1.1 Material for which the company is responsible to the Contracting Department of the National Security Agency (NSA) through their COMSEC distribution and accounting system. This material is accountable to the Government's Central Office of Record (COR) at time of receipt, inventory, transfer and destruction. The facility COMSEC custodian has responsibility for this material.
 - 3.1.2 Other COMSEC material which the Government Contracting Officer has specified in the Contract Security Classification Specification, as COMSEC information. This material is accountable through the facility's Document Control Center.
- 3.2 Central Office of Record (COR) — The Department of Defense or User Agency activity to which an accounting and report of accountable COMSEC material is required for a particular contract or effort. The "COR" handles the release, control and auditing of all accountable COMSEC information.
- 3.3 Communications Security (COMSEC) — The protection resulting from the use of crypto-security, transmission security and emission security measures to communications, and from the application of physical security measures to COMSEC information. These measures are taken to deny unauthorized persons information of value which might be derived from the possession and study of such communications, or to ensure the authenticity of such communications.

COMSEC (Communications Security)

- 3.4 COMSEC Account — An account established to maintain custody and control of COMSEC accountable information and equipment. Each COMSEC account is assigned an account number by the contracting activity, for use on all transactions.
- 3.5 COMSEC Custodian — The individual designated by proper authority to be responsible for the receipt, transfer, accountability, safeguarding and destruction of accountable COMSEC material.
- 3.6 COMSEC Equipment — Equipment designed to provide security to communications by converting information to a form unintelligible to an unauthorized interceptor and by reconverting such information to its original form for authorized recipients. Also, equipment designed to specifically aid in, or as an essential element of the conversion process, and equipment designed for the manufacture or testing of crypto variables.
- 3.7 COMSEC Information — All information concerning Communications Security and COMSEC material.
- 3.8 CRYPTO — “CRYPTO” is a marking or designator identifying all COMSEC keying material that is used to protect or authenticate telecommunications carrying national security-related information. (This CRYPTO marking also identifies COMSEC equipment and/or computer software containing operational keying material.)
- 3.9 Keying Material — Crypto material which supplies crypto-equipment arrangements and settings, or supplies sequences or messages used for command, control or authentication of a command, or can be used directly in their transmissions.

4.0 GENERAL

- 4.1 Interim TOP SECRET clearances are valid for access to COMSEC material classified SECRET and below.
- 4.2 Company-granted CONFIDENTIAL or interim SECRET clearances are not valid for access to COMSEC material.

5.0 PROCEDURE

COMSEC
(Communications Security)

5.1 Access Authorizations:

- 5.1.1 Access to classified COMSEC information is restricted to U.S. citizen employees who have been issued a final security clearance by the Government, possess a valid need-to-know, and have been briefed by the Facility Security Officer or the COMSEC Custodian.

5.2 Accountability:

- 5.2.1 Any and all transactions involving the reproduction, transmission and destruction of COMSEC material, must be processed through the Document Control Center, or the COMSEC custodian.
- 5.2.2 For the purpose of accountability, COMSEC material is divided into three (3) categories:
- a. Material accountable to the designated Government Central Office of Record (COR) which includes all COMSEC manuals, equipment, components, and devices, both classified and unclassified, and are identifiable by the Telecommunications Security (TSEC) nomenclature system or another system of a U.S. Department or Agency.
 - (1) This type of COMSEC material can only be transferred to an established COMSEC account that is maintained by an appointed COMSEC custodian.
 - (2) The receipt, custody, issue, safeguarding, destruction and accounting for this type COMSEC material will be maintained by the COMSEC custodian and designated alternate(s).
 - b. In process, COMSEC hardware consists of any COMSEC hardware being developed prior to the Government's acceptance. The accountability for this category of material will be maintained by the COMSEC custodian and designated alternate(s).
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COMSEC
(Communications Security)

- c. Material accountable to the Government Contracting Activity includes all documents and software that reveals COMSEC information and is not controlled by the TSEC nomenclature system. The accountability and control over this type of COMSEC material will be maintained by the Document Control Center.

5.3 Briefing and Debriefing:

- 5.3.1 Employees who require access to COMSEC information shall be briefed by the Facility Security Officer or COMSEC custodian prior to being granted access, and re-briefed on an annual basis.

5.4 Marking of COMSEC Material:

- 5.4.1 In addition to the other security markings, (e.g., classification markings, paragraph markings, etc.), as indicated in the Security Procedure No. 13, entitled "Marking of Classified Material," COMSEC material shall have the following notation applied to the title page, or first page:

<p>COMSEC Material Access by contractor personnel restricted to U.S. citizens holding final Government clearance.</p>
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- 5.4.2 COMSEC equipment and components will be marked in accordance with instructions issued by the Government Contracting Activity.
- 5.4.3 Operational keying material shall have the caveat "CRYPTO" immediately following the classification marking. On documents this marking will appear on the title page, on each page containing CRYPTO information and on the front and back covers.

5.5 Storage:

**COMSEC
(Communications Security)**

- 5.5.1 TOP SECRET operational keying material when not in use, will be stored in steel security filing cabinets bearing a GSA approval label or in a Class "A" vault.
- 5.5.2 SECRET operational keying material when not in use, may be stored in the same manner as TOP SECRET operational keying material or in a class "B" vault.
- 5.5.3 CONFIDENTIAL operational keying material when not in use may be stored in the same manner as TOP SECRET or SECRET operational keying material or in a class "C" vault, or in a file cabinet having an integral automatic locking mechanism and a built-in, three-position, dial-type, changeable combination lock.
- 5.5.4 Classified COMSEC information other than operational keying material shall be stored in accordance with the Security Procedure entitled "Storage of Classified Material," for material of the same classification.

**Critical Nuclear Weapon
Design Information (CNWDI)**

1.0 PURPOSE AND SCOPE

- 1.1 To establish the method for obtaining a Critical Nuclear Weapon Design Information (CNWDI) access authorization.
- 1.2 To provide the briefing and debriefing instructions to be followed when such authorizations are granted.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in Classified Activities.

3.0 DEFINITIONS

- 3.1 Critical Nuclear Weapon Design Information (CNWDI) — TOP SECRET Restricted Data or SECRET Restricted Data that reveals the theory of operation or design of the components of a thermonuclear or fission bomb, warhead, demolition munitions or test device. Specifically excluded is information about arming, fuzing and firing systems; limited life components; and total contained quantities of fissionable, fusionable, and high explosive materials by type. Among these excluded items are the components which DoD personnel, including contractor personnel, set maintain, operate, test or replace.
- 3.2 Restricted Data — All information and material concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in production of energy, but not including data declassified or removed from the Restricted Data category.

4.0 GENERAL

- 4.1 CNWDI Access Control —
 - 4.1.1 A final SECRET or TOP SECRET clearance is required for all employees requiring access to CNWDI.
 - 4.1.2 Access to CNWDI will be permitted only for employees authorized and briefed by the Facility Security Officer. The number of individuals authorized access shall be kept to an

Critical Nuclear Weapon Design Information (CNWDI)

absolute minimum, consistent with meeting the company's contractual requirements.

- 4.2 Marking Notations — All material that contains CNWDI shall be clearly marked, CRITICAL NUCLEAR WEAPON DESIGN INFORMATION - DoD DIRECTIVE 5210.2 APPLIES. This marking or stamping (not typed) will be in capital block letters and as a minimum must appear on the front cover, or first page, and back cover.
- 4.2.1 The above notice will also be placed on letters of transmittal and inner envelopes used for transmittal.
- 4.2.2 Material which does not lend itself to marking or stamping will have a tag, sticker, or similar device bearing the appropriate marking securely attached.
- 4.2.3 Restricted Data markings as defined in Security Procedure No. 22 , will apply.
- 4.3 Storage of CNWDI —
- 4.3.1 All CNWDI (material) will be stored in containers approved by the Facility Security Officer and the combination to the container's lock may be possessed only by those employees granted CNWDI access authorizations.
- 4.3.2 CNWDI (material) should be segregated from other classified and unclassified material in the container.
- 4.3.3 Only those individuals who have been authorized access to CNWDI will handle, process or have access to storage containers containing CNWDI.
- 4.4 Destruction of CNWDI — Rough drafts, working papers, overruns, etc., containing CNWDI will be returned to the Document Control Center for destruction.
- 4.5 Retention of CNWDI — Retention of CNWDI without the express approval of the Government Contracting Activity is prohibited.

**Critical Nuclear Weapon
Design Information (CNWDI)**

- 4.6 Transmittal of CNWDI — The Facility Security Officer will be contacted prior to the external transmittal of any CNWDI material.
- 4.7 Subcontracting — Subcontracting of CNWDI is prohibited without the approval of the Government Contracting Activity.
- 4.8 Compromise or Possible Compromise — Any person who becomes aware of the disclosure or release of classified material including Restricted Data, or CNWDI in verbal, visual, or written form to an unauthorized person or the loss of a document or material, will immediately notify the Facility Security Officer.

**Emergency Protection
of Classified Material**

1.0 PURPOSE AND SCOPE

To provide the requirements for the protection of classified material in the event of a natural disaster or civil disturbance.

2.0 ORGANIZATIONAL UNITS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

3.1 The Facility Security Officer shall advise, by the most expeditious means, the Cognizant Security Agency when an emergency condition renders the facility incapable of safeguarding classified material.

3.2 When an emergency situation exists, the Facility Security Officer shall:

3.2.1 Coordinate with appropriate management and make the necessary arrangements to ensure that effective security measures are taken for the proper safeguarding of all classified material.

3.2.2 If conditions permit, surveys of the areas affected shall be conducted. If classified material is found to be improperly safeguarded, action will be taken to safeguard the material.

3.2.3 Determine the degree of seriousness of the immediate or impending situation;

3.2.4 Keep employees informed of the immediate situation.

3.3 When an emergency or disaster is imminent or occurs, and classified material cannot be properly protected or safeguarded, the custodian and/or alternate custodian shall, if possible, notify the Facility Security Officer for assistance in securing proper supplemental storage or safeguards.

3.4 Under no circumstances will the lives of employees or visitors be placed in jeopardy in order to properly safeguard classified material during an actual emergency or disaster.

3.5 If warranted, as soon as practicable after the emergency has ended and normal operations have resumed, and after a physical review of the facility

Emergency Protection of Classified Material

has been completed, the Facility Security Officer may request that the Document Control Center supply inventory listings of accountable classified material to applicable custodians.

- 3.5.1 If a complete or partial inventory is to be conducted, it shall be conducted when the custodian receives the inventory and must be returned to the Document Control Center by the date specified.

4.0 PROCEDURE

Custodian and/or alternate

1. Secures classified material in approved security containers to prevent its loss or compromise.
2. Immediately upon returning to the facility, conducts an "after the fact" survey of containers to ensure that all classified material has been safeguarded.
3. Reports any situation requiring an investigation to the Facility Security Officer.
4. Conducts inventory upon receipt of listing from the Document Control Center.

Document Control Center

5. Advises the Facility Security Officer of any discrepancies relating to improper accountability of classified material.

Facility Security Officer

6. Investigates any reported incidents relating to inadequate safeguards for classified material or other improper security practices surrounding the incident, and prepares reports to appropriate management staff, government agencies and civil authorities.

4.0 GOVERNMENT NOTIFICATION

**Emergency Protection
of Classified Material**

If an emergency situation so warrants, the Facility Security Officer shall notify the appropriate civil authorities, the Federal Bureau of Investigation, and the Cognizant Security Agency.

Overseas Assignments

1.0 PURPOSE AND SCOPE

To establish security requirements regarding access, safeguarding and notification requirements for cleared employees assigned to duty stations outside the United States.

2.0 ORGANIZATIONS AFFECTED

All organizations involved in classified activities.

3.0 GENERAL

- 3.1 All cleared employees scheduled to be assigned to a duty station outside of the U.S., should report to the Facility Security Officer at least thirty (30) working days prior to their departure.
- 3.2 The Facility Security Officer will brief the employee(s) regarding the security aspects of the new position including the handling, disclosure and storage of classified information.
- 3.3 In addition to the initial security briefing noted in 3.2 above, annual refresher briefings will be conducted either by the Facility Security Officer upon the temporary return of the employee to the U.S., or by the Security Representative stationed overseas. An Overseas Security Briefing Certificate marked "Annual Rebriefing" will be completed at the refresher briefing and will be retained by the Facility Security Officer as long as the employee is assigned overseas. The certificate shall be modified as necessary to reflect any change in the nature and extent of the classified information to which the employee requires access.
- 3.4 The assignment of an employee who is a foreign national, including an intending citizen who has been granted a Limited Access Authorization (LAA), outside of the U.S. negates the basis on which the LAA was granted. In such a case the LAA will be administratively terminated.
- 3.5 Consultants are not eligible for access to classified information outside the United States.

4.0 PROCEDURE

- 4.1 Access to Classified Information
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Overseas Assignments

4.1.1 Employees who are assigned overseas are authorized access to U.S. classified information consistent with appropriate security clearance and need-to-know requirements. Access shall be limited strictly to that information required by an employee for performance of specific duties or contracts related to the overseas assignment. Access to U.S. classified information shall be made to the minimum extent practical, on a verbal or visual basis. When physical access must be granted, the appropriate safeguarding provisions set forth in Section 4.2 below shall be strictly adhered to.

4.2 Safeguarding U.S. Classified Information

4.2.1 Security classification guidance shall be provided to employees performing outside of the U.S. on a classified contract, project or mission. As a minimum, a Contract Classification Specification will be furnished covering all related classified information. Additionally, each employee shall be provided with a copy of all appropriate security procedures.

4.2.2 Classified material to be transmitted to an employee located outside the U.S. shall be in accordance with Procedure No. 15, "Transmittal of Classified Material," or other approved methods of transmission authorized by the Government Contracting Activity.

4.2.3 Storage of U.S. classified material overseas is prohibited at any location other than a U.S. military installation or U.S. government controlled installation.

4.2.4 Except for U.S. government approved visits to foreign governments and activities, employees are not authorized to disclose classified information to any foreign government, commercial activity or to an international pact organization or its representatives.